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Bulletin of the Extension Division  
Indiana University

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INDIANAPOLIS CENTER

UNIVERSITY OF ILLINOIS



Afternoon and Evening Classes  
in  
Cultural, Professional, and Business Subjects

Beginning September 22, 1927  
FIRST SEMESTER

319 North Pennsylvania Street

Riley 4297

# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

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# General Information

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University Extension is an instrument for carrying to the general public the privileges of a University.

Extension Classes are organized all over the state by the Extension Division of Indiana University for:

1. Persons engaged in business who desire further business training.
2. Teachers and prospective teachers who desire professional training.
3. Those who desire enrichment of their lives thru the pursuit of truth, beauty, and understanding.

The Office of the Indianapolis Extension Center is at 319 North Pennsylvania Street: Riley 4297.

The Office Hours are:

Monday to Friday, 8:30 a.m. to 6:30 p.m.

Saturday, 8:30 a.m. to 1 p.m.

Special Office Hours for registration, September 22 to October 8:

Monday to Friday, 8:30 a.m. to 8 p.m.

Saturday, 8:30 a.m. to 3 p.m.

Most Classes Meet at 319 North Pennsylvania Street but some are held at Shortridge High School, at the Riley Hospital, and at the Dental School. Each class meets sixteen times unless otherwise stated in this bulletin.

Classes Begin Thursday, September 22.

Classes are Open to any adult who can pursue the work with profit. University credit, however, is granted only to those who comply with the University entrance conditions. The Division is always ready to certify to any work successfully completed.

Registrations for Classes are received at any time after September 1. After October 15, students are admitted to classes only upon the approval of the instructor. *Registration is not complete until the fee for the class has been paid.*

Fees are Payable in full at the time of registration. Students registering for more than one course, however, may pay for one course at registration. The balance must be paid by November 2.

Registrations are Received only in the office of the Center, where students may fill out the proper blanks, pay their fees, and receive the cards admitting them to classes. *After October 15, an extra fee of \$1 for late registration is charged.*



**Consultation** on programs of work is offered by the Faculty representatives in the office at all reasonable times. A dean of the College of Arts and Sciences will be at the office all afternoon and evening, Friday, September 23.

**University Credit** is given to each student upon the satisfactory completion of a course, provided the student has met all prerequisites, including the entrance requirements of the University.

**Class Attendance** must be regular. Credit may not be given to any student who has not attended three-fourths of the class meetings unless arrangements can be made with the instructor for making up the work of the lost meetings.

**Visiting Classes** at the opening of the semester by prospective students is permitted, provided that no person may attend the same class twice without paying the fee.

**An Examination Fee** of \$1 is charged students who take examinations at other than the regular times.

**Instructors** are regular members of the Faculty of Indiana University or specially qualified business and professional men who have been formally approved as Extension Lecturers by the University.

**Classes are Withdrawn** in case the registration is deemed insufficient to warrant offering them.

**The Maximum Work** that may be taken by a student is fifteen hours per semester, the equivalent of full time University work. Persons employed full time are not encouraged to take more than two courses at a time. *An hour or semester hour* is the work of a class which meets once a week for a semester. The value of the courses described in this bulletin is expressed in terms of semester hours. For graduation, 125 or 126 semester hours are required. Complete requirements for graduation are published in the University Catalog.

**Freshman and Sophomore** work may be completed in Indianapolis by a student who chooses his work wisely in consultation with the officers of the Center.

**Correspondence Courses**, offered by the University, may be carried to supplement class work in the Indianapolis Center. Interested persons will be given the announcement of Correspondence Courses.

**One-half of the University Course** may be completed in the Extension Division, but Bachelor's degrees are given only to those whose last year's work is done in residence at Bloomington.

**Certificates in Commerce** are given to students who complete a three-years' course outlined by the Extension Division. See page 26.

**The Master's Degree** in certain subjects may be earned entirely by work in the Indianapolis Center. See page 22.



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For the Degree of Doctor of Philosophy, students may do at Indianapolis one year's work beyond that for the Master's degree.

Teacher Training may be obtained in the Indianapolis Center. See page 21.

Purdue University Accepts for credit on the engineering curriculum certain courses offered in the Indianapolis Center. For information students should confer with the officer in charge.

A Circulating Library, consisting of books owned by the Division, and a deposit by the Public Library, is available to students during office hours and at 8 p.m. from Monday to Friday.

Courses are Described in detail on the following pages.

## Description of Courses

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The following descriptions cover courses which carry credit toward a degree. The credit courses are practically identical with those offered in residence at the University. A student who receives credit for an extension course is not permitted to take the same or similar course in residence and receive credit for both.

The letter **E**, which appears with each course number, indicates merely that the course is offered by the Extension Division at Indianapolis. The letters **a** and **b** indicate which semester of the year's work is being announced if the course is one which is given thruout the University year. **S.H.S.** denotes that the class meets at Shortridge High School. The course in Clinical Psychology is given at the Riley Hospital. The courses in Chemistry and General Biology are given at the School of Dentistry, Pennsylvania and Walnut Streets.

Course numbers have been changed by the addition of prefixed "1" and "2," the more elementary courses being in the one hundreds and the more advanced in the two hundreds. The old numbers are placed in parentheses.

Courses marked with an asterisk (\*) are available for graduate credit.

### ACCOUNTING

**E101a (E1a). Principles of Accounting.** Section 1, Monday, 6:15-9:15 p.m. Room A. Section 2, Wednesday, 6:15-9:15 p.m. Room A. Three hours' credit. Fee \$15. Mr. STREIGHTOFF.

This beginner's course is open to students who have never kept books or studied bookkeeping. The work consists of lectures, discussions, drills, and the keeping of practice sets of books. The student learns to keep a wide variety of books of original entry, to post to ledgers, to take off trial balances, simple balance sheets, and operating statements; to open and close simple sets of books, and to adjust partner's capital accounts. (Cost of books for semester \$4.)

**E101b (E1b). Principles of Accounting.** Part II. Tuesday, 6:15-9:15 p.m. Room A. Three hours' credit. Fee \$15. Mr. STREIGHTOFF.

This is a continuation of Course E101a, open also to students who have had one year of high school bookkeeping. A practice set of books is used to develop the art of accounting for an incorporated manufacturing enterprise, using a voucher system and a factory ledger, and owning stock in a subsidiary. An introductory study is made of incorporation, capital stock, bonds, reserves, surpluses, dividends, sinking funds, sinking fund reserves, and interpretation of financial statements. (Cost of books \$4.)

**E102a (E2a). Advanced Accounting.** Part I. Thursday, 6:15-7:50 p.m.  
Room A. Two hours' credit. Fee \$10. Mr. STREIGHTOFF.

An intensive study of certain important problems of accounting such as the form of statements at the end of an accounting period, analysis of statements, the accounting of corporations, controlling accounts, installment sales, agencies and branches, consignments, venture accounts, and the partnership. The second semester work takes up insolvency, realization and liquidation statements, application of funds, variation in net profits, consolidated statements, estates, and insurance settlements. Open to students who have had Course **E101** or its equivalent. (Cost of text \$4.)

**E203 (E3). Auditing.** Monday, 6:15-9:15 p.m. Room D. Three hours' credit. Fee \$15. Mr. EMSHOFF.

An intensive study of the audit, illustrated by problems and a practice audit which involves the preparation of work papers and of a final report. (Cost of text \$4.)

**E205 (E5). Cost Accounting.** Tuesday, 6:15-9:15 p.m. Room D. Three hours' credit. Fee \$15. Mr. EMSHOFF.

Cost accounting studied from the point of view of method and purpose. Particular attention is paid to the use of cost systems as a means of control. Work is illustrated by a series of carefully graded problems that embody all the principal problems of the cost accountant. (Cost of text about \$4.)

## ASTRONOMY

**E101a (E1a). Descriptive Astronomy.** Wednesday, 6:15-7:55 p.m. Room 7, S.H.S. Two hours' credit. Fee \$10. Mr. GINGERY.

A non-mathematical course presenting the methods and instruments used by the astronomer and the conclusions reached regarding the earth as an astronomical body, the solar system, and the Galaxy. The course will be illustrated frequently with lantern slides of photographs made with high-powered telescopes.

## CHEMISTRY

**E101 (E1). Inorganic Chemistry.** Tuesday and Thursday, 6-9 p.m. Chemical laboratory at School of Dentistry. Five hours' credit. Fee \$25. Dr. DAVISSON.

Lectures, demonstrations, and laboratory work covering the regular introductory course in chemistry. The work deals with the laws and theoretical principles of the subject with specific study of the more common elements and their compounds. This course will be followed the second semester by Course **103**, Qualitative Analysis. Students will be charged a small fee to cover reagents and breakage.



## COMMERCE

**E214 (E14). Sales Management.** Monday, 6:15-8:30 p.m. Room H.  
Three hours' credit. Fee \$15. Mr. BOLTE.

A treatment of the varied problems of commodity analysis, sales organization, the psychology of selling, the methods of selling, sales campaigns, the legal aspects of sales. Prerequisite for University credit, Economics E101 or Commerce 101.

**E213 (E13). Business Organization and Management.** Thursday, 8-9:45 p.m. Room A. Two hours' credit. Fee \$10.  
Mr. STREIGHTOFF.

A study of the general principles of organization and administration, ownership, departmentization, location, budgeting, stock control, purchasing, establishing morale. (Cost of text about \$3.)

**E216 (E16). Credits and Collections.** Wednesday, 8-9:45 p.m. Room B.  
Two hours' credit. Fee \$10. Mr. CROBAUGH.

This course will deal with the work and problems of the modern credit department such as the forms of credit, credit instruments, credit agencies, statement analysis, the psychology of collections, collections correspondence, retail credit methods, legal remedies of creditors, bankruptcy, and insolvency. Prerequisite for college credit, Commerce 101. (Cost of text \$4.)

**E217b (E17b). Property Insurance.** Tuesday, 8-9:45 p.m. Room C.  
Two hours' credit. Fee \$10. Mr. CHEW.

Treatment of fire, marine, and casualty insurance; types of underwriters, analysis of policy contracts, rating, adjustment, reinsurance and co-insurance, public regulation, discussion of automobile insurance, bonding, title and credit insurance. Prerequisites, for University credit, Economics E101, Commerce 101.

**E240. Real Estate.** Tuesday, 6-7:45 p.m. Room C. Two hours' credit.  
Fee \$10. Mr. CHEW.

This course deals with such practical subjects as: the valuation of real estate, financing real estate, legal aspects, taxation, office organization, selling real estate, renting, leasing and insuring, advertising, community analysis, and forecasting.

**E260a (E60a). Business Law. Part I.** Thursday, 8-9:45 p.m. Room C.  
Two hours' credit. Fee \$10. Mr. GIVAN.

The business man is brought into daily contact with problems involving law. Many unnecessary losses could be avoided by one acquainted with the simplest principles of the law. The fundamental legal doctrines involved in business are capable of such clear and simple statement that there is no excuse for ignorance. This course is therefore of immediate benefit to the student. Among other subjects the topics covered are contracts, sales, agency, bailments, negotiable instruments, partnerships, corporations, and common carriers. The course is planned for two semesters, but may be entered at the beginning of either semester. (Cost of text for the year \$2.50.)

**E. Traffic Management.** Friday, 6:30-8:30 p.m. Room A. No University credit. Fee \$15. Mr. DOEBBER.

This course is elementary in character and will serve to acquaint the student with the fundamentals or basic principles of traffic management. The work will embody features pertaining to the various transportation agencies and the relationship of such agencies to the shipper and receiver of freight, as defined in the Act to Regulate Commerce. The course was instituted primarily for the purpose of benefiting persons employed in the shipping offices and traffic departments of industries, also persons employed in railroad and other transportation agency offices, who seek to acquaint themselves better with traffic management.

### ECONOMICS

**EE101a (E1a). Political Economy.** Wednesday, 6:15-7:55 p.m. Room B. Two hours' credit. Fee \$10. Mr. CROBAUGH.

This is the first half of a course planned to run thruout the year. No University credit is allowed for either half of the course until both halves have been completed, but either half may be taken first. The course presents the principles underlying business relations and applies these principles to such specific problems as production, consumption, trade, transportation, insurance, and labor problems. A thoro knowledge of these principles is essential to the comprehension of modern political, social, and industrial problems, movements, and measures. The course is therefore prerequisite to University credit in advanced courses in economics and commerce. (Cost of text for the year approximates \$6.)

### EDUCATION

**E101 (E1a). Introduction to Teaching.** Monday, 5:45-8 p.m. Room B. Three hours' credit. Fee \$15. Mr. CAVANAUGH.

An elementary course, designed to acquaint the student with present-day educational problems and the use of the scientific method in their solution. This course is basic and is required of all elementary school teachers.

**E122Ar. (E4Ar.). Methods in Arithmetic.** Given in the second semester.

**E122Re. (E61). Reading and Phonics.** Tuesday, 4-5:45 p.m. Room C. Two hours' credit. Fee \$10. Mr. CARTER.

The entire field of methods in teaching reading will be covered. Considerable attention will be given to vocabulary building. Most emphasis will be put on silent reading in relation to proper study habits. Methods of promoting and testing pupils' development in specific reading habits will be demonstrated and studied.

**E122M.D. (42D). Public School Music.** Friday, 4-5.30 p.m. Room 9, S.H.S. Two hours' credit. Fee \$10. Mr. NYE.

This course is required for the elementary school license.

**E221 (E2). Principles of Instruction and Management.** Given in the second semester.



- E231 (79). Educational Measurements in the Elementary Schools.**  
Friday, 8-9:45 p.m. Room 7, S.H.S. Two hours' credit. Fee \$10.  
Mr. WRIGHT.

This is an undergraduate course for elementary school teachers.

- \*E311 (E71). Psychology of Exceptional Children.** Thursday, 6:30-9 p.m. Room B. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.)  
Mr. YOUNG.

This course will consider the psychological explanation and interpretation of the behavior of children who are so different from the average child that they stand out as exceptions. The causation and treatment of such cases as the feeble-minded, deaf, blind, psychopathic, nervous, incorrigible, and truant child will be studied. The course is required of teachers wishing to secure a special teachers' license. Prerequisite, Psychology 101 or Education 111 (35).

- E301 (E3a). Secondary Education.** Thursday, 5:45-8 p.m. Room C.  
Three hours' credit. Fee \$15. Mr. CARTER.

This course deals with important facts about secondary education that all high school teachers should know. Some of the main topics are: development of secondary education in the United States and Europe, the relation of secondary schools to elementary schools and colleges, qualifications and duties of teachers, character of the high school student body, extra-curricular activities, the reorganization movement in administration including the junior high school, and the reorganization of the curriculum.

- E321 (E3b). Principles of Instruction in High School.** Given in the second semester.

- \*E411 (E17b). Advanced Educational Psychology.** Wednesday, 5:45-8 p.m. Room C. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.)  
Mr. CARTER.

The readings, exercises, and problems of the course will aid the teacher in such practical teaching activities as (1) analyzing typical study processes, (2) diagnosing causes of failure in different kinds of school work, (3) planning remedial treatment for specific weaknesses, and (4) arranging conditions most favorable to economical learning. Required for the high school licenses. May count as a graduate course by special arrangement.

- \*E521 (E47). Scientific Studies in Elementary School Teaching.** Monday, 6:15-7:55 p.m. Room E. Two hours' credit. Fee \$10. (\$15 for graduate credit.)  
Mr. CARTER.

The course this semester will be limited to methods of teaching history. Special emphasis will be put on choice of questions for specific teaching and testing purposes, the evaluation of pupils' actual answers to given questions based on the state text, the diagnosis of typical faulty study methods and remedial treatment of them. Since the course has not been given here before, and since it includes novel features that cannot be adequately explained briefly, a rather detailed



statement of the plan will be mailed to anyone who requests it. A graduate course open to Seniors by special permission.

**\*E535 (44). Supervision of the Elementary Curriculum.** Friday, 5:45-8 p.m. Room 7, S.H.S. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.) Mr. WRIGHT.

The purpose of this course is to introduce the student to scientific methods of curriculum-making. Some of the problems to be attacked are the relation of aims and objectives to the content of instruction; relation of the fundamental requirements of our modern life to the work of the school; criteria and standards for the selection of subject-matter; the relative importance of knowledge, habits, activities, interests, ideals, and methods in the curriculum; the methods of investigation to determine curriculum content; and how to proceed with curriculum revision and its installation. Advanced course, open to Seniors and graduates only.

**\*E537 (12b). The High School Curriculum.** Tuesdays, 8-9:45 p.m. Room E. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. FRANZÉN.

Principles that underlie curriculum-making in general. An intensive study is made of the reports of the Commission on Reorganization of Secondary Education. State and city courses of study are examined and compared.

**\*551 (E15a). School Administration.** Friday, 6:15-8:30 p.m. Room E. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.) Mr. SMITH.

An introductory study of the problems involved in organization and administration of public education in its federal, state, and municipal relations. Functions and relations of administrative boards and executive officers. Internal organization of urban and county school systems. Relation of school systems to the public. Open only to Seniors and graduate students.

**\*E552 (E12a). High School Administration.** Tuesday, 5:45-8 p.m. Room E. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.) Mr. FRANZÉN.

In this course are considered the problems of internal organization and management of the high school. While the course is of most value to principals, teachers now have many administrative duties delegated to them. Some of the topics are high school costs, schedule making, records and reports, teachers' marks, administration of extra-curricular activities, high school assemblies, high school libraries, and high school surveys. A graduate course open to Seniors by special permission.

**\*E562 (E20a). Development of Vocational Education.** Thursday, 5:45-8 p.m. Room E. Three hours' credit. Fee \$15. (\$22.50 for graduate credit.) Mr. LEWIS.

A study of the social and economic developments necessitating public provision of vocational education under modern conditions. Efforts of

employers and employees to meet the situation. Efforts of federal and state governments to aid in solving the problems involved. Open to Seniors and graduates only.

**\*E564 (E21a). Vocational Counseling and Vocational Information.**  
Thursday, 8-9:45 p.m. Room E. Two hours' credit. Fee \$10.  
(\$15 for graduate credit.) Mr. LEWIS.

An intensive study of the necessity for vocational counseling in schools and in employment, examination of essential problems involved, contributions to their solution, organization of counseling and placement. Open only to Seniors and graduate students.

**\*E701 (E16a). Seminar in Education.** Saturday, 9-10:40 a.m. Room C.  
Two hours' credit. Fee \$15. Mr. SMITH.

Presentation and critical discussion of students' plans for theses. Presentation of essential principles underlying basic methods of research in education, study of current literature or technique of research, examination and evaluation of results of students' research. Open only to graduate students. Required of all candidates for the A.M. and Ph.D. degrees in education.

## ENGLISH

### *Writing*

**E101a (E1a). English Composition.** Section 1, Monday, 6:15-7:55 p.m.  
Room C. Mr. SANDERS. Section 2, Tuesday, 6:30-8 p.m. Room  
H. Mr. PITMAN. Section 3, Tuesday, 8-9:35 p.m. Room F.  
Mr. STEPHENSON. Section 4, Friday, 8-9:35 p.m. Room H.  
Mr. THOMPSON. Two hours' credit. Fee \$10.

This course is fundamental and is required of all Freshmen at Indiana University. It gives the student the basic training which enables him to speak and write correctly. While it presupposes a knowledge of grammar, it serves to correct the individual's defects in sentence structure. It emphasizes punctuation, paragraphing, idioms, and the correct use of words. Each member of the class is required to hand in a weekly theme and there is class discussion of the more common mistakes. The course is highly practical since it enables the student to speak and write logically and effectively.

**E101b (E1b). English Composition.** Section 1, Monday, 8-9:40 p.m.  
Room C. Mr. SANDERS. Section 2, Friday, 6:15-7:55 p.m.  
Room H. Mr. THOMPSON. Two hours' credit. Fee \$10.

This course is a continuation of the first semester's work and is open only to students who have had Course 101a or its equivalent. It completes the first year's work in English composition and should be taken by persons who plan to attend the University.

**\*E259a (E59a). Advanced English Composition.** Tuesday, 6:30-8 p.m.  
Room F. Two hours' credit. Fee \$10. (\$15 for graduate  
credit.) Mr. STEPHENSON.

This course is intended for students who are seriously interested in writing and who have had the equivalent of one year's work in English



Composition. Students are permitted to write upon subjects in which they are interested and will receive criticism in class and in conferences with the instructor. Open to students who have not already earned more than four hours of credit in advanced composition. A total of six hours of credit is all that is permitted in advanced composition courses. May be counted as part of the thirty hours required for the Master's degree.

### *Literature*

**E102a (E2a). Freshman English Literature.** Wednesday, 5:45-8 p.m.  
Room E. Three hours' credit. Fee \$15. Mr. MILLS.

This, the first semester of the regular Freshman course in English Literature, involves a study of such types as the essay and the drama. In the second semester, attention will be directed to poetry and prose fiction. This course is prerequisite to all advanced work in English literature and is required of all English majors.

**E252b (E52b). American Literature.** Monday, 6:15-7:55 p.m. Room  
G. Two hours' credit. Fee \$10. Mr. TOWER.

This course is primarily a study of the great writers of America. Historical and philosophical background with biographical material will be presented in class lectures to introduce the American men of letters as understandable human beings, and excerpts from their writings will be read and discussed in class to insure appreciation of their enduring prose and poetry. Students' reading will be devoted to the best literature that has been produced in America. This semester's work includes the writers from Whitman to those of the present.

**\*E237a (37a). Victorian Literature.** Tuesdays, 4-5:30 p.m. Room A.  
Two hours' credit. Fee \$10. (\$15 for graduate credit.)  
Mr. PITMAN.

A study of the principal authors of the period and their relation to the various intellectual and social movements of the time. Their connection with the preceding period, the Period of Romanticism, will receive considerable attention.

**\*E234 (E34). Elizabethan Non-Dramatic Literature.** Wednesday, 8-9:35  
p.m. Room E. Two hours' credit. Fee \$10. (\$15 for graduate  
credit.) Mr. MILLS.

The principal work of this course will consist of the study and discussion of several English prose masterpieces of the sixteenth century, especially of the Elizabethan period. More's *Utopia*, Elyot's *Governor*, Ascham's *Scholemaster*, Lyly's *Euphues*, Sidney's *Defense of Poesy* and *Arcadia*, the novels of Lodge and Greene, and the prose of Nash and Deloney will be considered in whole or in part. There will be introductory lectures on the beginnings and development of the English Renaissance, and brief consideration of other prose writers than those assigned for study. Open to undergraduates and graduates.



**\*E253b (E53b). The English Novel.** Tuesday, 4-5:30 p.m. Room F.  
Two hours' credit. Fee \$10. (\$15 for graduate credit.)

Mr. JENKINS.

The following novelists will be considered in this course: Wells, the novelist of contemporary significance; Hardy, the ironist; Dickens, the social reformer; Meredith, the satirist of masculine egotism; James, the international novelist; Conrad, the novelist of romantic obsession; Bennett, the realist. Turgeneff, Tolstoy, Dostoievsky, and Edith Wharton will also be considered.

**\*E254a (E54a). Shakespeare.** Tuesday, 4-5:30 p.m. Room E. Two hours' credit. Fee \$10. (\$15 for graduate credit.)

Mr. STEPHENSON.

About twenty plays are read, some thoroly in class and others as outside reading. Among the plays studied will be: *Midsummer Night's Dream*, *Romeo and Juliet*, *Richard II*, *Henry IV—Part I*, *Henry V*, and *Julius Caesar*.

**\*E351. Twentieth-Century Drama.** Tuesday, 6:15-7:55 p.m. Room 5; S.H.S. Two hours' credit. Fee \$10. (\$15 for graduate credit.)

Mr. JENKINS.

This course takes up the contributions to the theater arts made by Craig, Appia, and other reformers. Representative plays by O'Neill, Ervine, Sidney Howard, George Kelly, Strindberg, Chekhoff, Andreev, Benavente, Pirandello, Brieux, Schnitzler, Molnar, the Capets, Hauptmann, and other outstanding dramatists will be considered. A strictly graduate course (not the same as Course 51, Twentieth-Century Drama, previously given).

**\*E392 (E92). Literary Origins.** Saturday, 10-11:50 a.m. Room F. Two hours' credit. Fee \$15.

Mr. THOMPSON.

A study of the beginnings of literary expression among primitive peoples and of the development of literary forms. The dances, folklore, religious and initiation ceremonies of modern savages will furnish the basis of the course. This will be supplemented by a parallel examination of pictorial art and design and a comparison of this with the artistic remains of prehistoric man in Europe. Open only to graduate students.

### *Oral English*

Note: Students are warned against taking more work in oral English than can be counted toward graduation. If the minimum of thirty-four hours is presented for an English major, only four hours are allowed in oral English. For further regulations consult the Secretary of the Indianapolis Center.

**E160a (E60a). Public Speaking.** Section 1, Thursday, 6:15-7:55 p.m. Room F. Mr. NORVELLE. Section 2, Friday, 6:30-8 p.m. Room F. Mr. FRAZIER. Two hours' credit. Fee \$10.

This course is designed for anyone desiring training in the principles of practical public speaking. The work consists of the prepara-

tion and delivery of various types of speeches, such as business talks, campaign addresses, after-dinner speeches, and discussions before different kinds of popular assemblages. It helps the student to overcome self-consciousness and embarrassment, and develops his ability to express himself effectively before both large and small audiences. Emphasis is placed upon the correction of faulty speech habits.

**E160b (E60b). Public Speaking.** Thursday, 8-9:40 p.m. Room F. Two hours' credit. Fee \$10. Mr. NORVELLE.

This course is a continuation of the first semester's work. It is open only to students who have had Course E160a or its equivalent.

**E167a (E67a). Dramatic Art.** Friday, 4-5:30 p.m. Room F. Two hours' credit. Fee \$10. Mr. FRAZIER.

In this course the student learns the requirements of the art of acting. Thruout the course emphasis is placed upon the importance of the speaking voice and upon the acquisition of the musical quality. The purpose of the course is to develop normal and spontaneous self-expression; to overcome diffidence, awkwardness, and pent-up muscular repression; to bring out and strengthen the individual social and personal qualities, poise, bearing, manner, and appearance.

## FRENCH

**E101a<sup>1</sup> (E1a<sup>1</sup>). Elementary French.** Friday, 6-8 p.m. Room 11, S.H.S. Five hours' credit for the year. Fee \$12.50 each semester. Mr. LÉVÊQUE.

A course for beginners which includes the study of grammar, composition, and reading. It runs thruout the year, and corresponds to the first semester's work at the University.

**E101b<sup>1</sup> (E1b<sup>1</sup>). Second-Semester French.** Friday, 6-8 p.m. Room 10, S.H.S. Five hours' credit for the year. Fee \$12.50 each semester. Mr. MACCLINTOCK.

This course is intended for persons who have had one year's work in high school or one semester's work in the University.

**E119a (E19a). Modern French Prose.** Friday, 8-10 p.m. Room 11, S.H.S. Three hours' credit. Fee \$15. Mr. LÉVÊQUE.

This course is the first half of the second year's work. Open to students who have had ten hours of French or its equivalent. The class will meet for one extra session.

**E119b (E19b). Modern French Prose.** Friday, 8-10 p.m. Room 10, S.H.S. Three hours' credit. Fee \$15. Mr. MACCLINTOCK.

A second-year reading course, covering the work of the second semester. It is open to persons who have had one year and a half of French in the University or three years in high school. The class will meet for one extra session.



**\*E229A (E29A). French Conversation.** Saturday, 10-12:15. Room E.  
Three hours' credit. Fee \$15. (\$22.50 for graduate credit.)

Mr. LÉVÊQUE.

This third-year course attempts to develop the ability of the students to converse easily in French. As much of the classwork as possible will be carried on in French. Open to those who have had two years' work or its equivalent, including those who have had the Course 229, French Culture.

### GEOLOGY

A class in Geology will be started about November 18. The class will review the general principles of Geology with especial emphasis on Indiana formations. The course is planned especially for members of the Indiana State Highway Department, and for others interested in road building materials as found in the commonwealth. Further details will be available by October 15.

Mr. B. J. MALOTT.

### GERMAN

**E101a (E1a). Elementary German.** Monday and Wednesday, 6-8 p.m.  
Room 4, S.H.S. Five hours' credit. Fee \$25. Mrs. FISCHER.

This course covers the first semester's work in residence. It is intended for beginners.

**E103a (E3a). Modern German Authors.** Thursday, 6-8:15 p.m. Room 4, S.H.S. Three hours' credit. Fee \$15. Mr. SCHERER.

This is the second-year reading course in German. It will be followed by Course 103b.

### HISTORY

**E101a (E1a). Mediaeval and Modern European History.** Friday, 6:15-7:55 p.m. Room B. Two hours' credit. Fee \$10. Mr. BENNS.

The development of ideas between the fall of the Roman Empire and the French Revolution; the political evolution of the modern European states-system; the unfolding social, economic, cultural, and religious institutions; the basis for an understanding of the contemporary civilization of Europe and America. The first semester covers the period to the Renaissance. Required for a high school license in history and the social sciences.

**\*E210a (E10a). Europe from Napoleon to the World War.** Friday, 4-5:30 p.m. Room B. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. BENNS.

A study of the modern world with its liberalism, nationalism, industrialism, and imperialism. The first semester treats of the rise and fall of Napoleon; the popular struggles thruout Europe to obtain democratic governments and national states; the rôles of such outstanding



men as Metternich, Alexander I, Canning, Kossuth, Palmerston, Napoleon III, Mazzini, Garibaldi, Cavour, Bismarck, and Alexander II; the industrial revolution and the social remedies proposed by such men as Owen, Blanc, and Marx.

**\*E222a (E22a). American Diplomatic History.** Tuesday, 4-5:45 p.m. Room B. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. KOHLMEIER.

The relation of the United States to the European Balance of Power, 1763 to 1823; a consideration of American foreign aid during the Revolution, including negotiations for alliances and aid against England; America's valiant struggle to keep from being involved in the conflict between France and England, 1793-1812, followed by a temporary re-entrance into the European alignment, with the final announcement of America in 1823 of her determination to remain free from the European system and to prevent the establishment of the European system in the western hemisphere; American expansion and securing of her national boundary lines, 1803-1848; the diplomacy interwoven with other forces in the settlement of the long Canadian boundary on the north and the Mexican boundary on the south; the acquisition of Louisiana, Florida, Texas, New Mexico, California, and Oregon.

**\*E235a (E35a). The World War and Contemporary Europe.** Friday, 8-9:45 p.m. Room B. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. BENNS.

An examination of pre-war diplomacy in the light of post-war revelations, and a consideration of "war guilt." The first semester's work includes a discussion of the causes and results of the major military moves, the fascinating story of diplomatic intrigue which accompanied them, a consideration of America's part in the war, and the fundamental economic and political causes for the defeat of the Central Powers. This course counts toward a high school license to teach history and the social sciences.

**\*E339a (E39a). The American Revolution and Confederation.** Tuesday, 6:15-7:55 p.m. Room B. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. KOHLMEIER.

The fundamental and the immediate causes of the American Revolution, selection of the American colonial type, influence of the pioneer life and the new British ministerial policy with respect to the trade laws, the regulation of western land sales, anti-paper money legislation, measures of taxation, quartering of soldiers. The birth of a new nation, the organization of state governments, and the formation of a confederacy.

**\*E242a (E42a). Seminar in American History.** Tuesday, 8-9:45 p.m. Room B. Credit and fee to be arranged. Mr. KOHLMEIER.

Investigation of topics and questions in American history and the preparation of theses and monographs. Each student works under the personal direction of the instructor, thru conferences arranged from

time to time. The conferences will be held between 8 and 9:45 in the evening. Candidates for the A.B. in history are required to do seminar work in the Senior year and candidates for the A.M. are required to produce a Master's thesis.

### HYGIENE

**E101 (E1).** Elementary Hygiene. Friday, 4-5:45 p.m. Room H. Two hours' credit. Fee \$10. Dr. RICE.

This course will consist of lectures and recitations on the maintenance of the health of the individual and the community. The common diseases are discussed in detail, particular attention being given to tuberculosis, typhoid, the diseases of children, venereal diseases, cancer, constipation, and degenerative diseases. It is of special interest to teachers and parents.

### JOURNALISM

**E203A (E3a).** Elementary Advertising. Friday, 6:15-7:55 p.m. Room G. Two hours' credit. Fee \$10. Mr. PIERCY.

A course for students who have little or no knowledge of advertising. It deals with the general principles that underlie all forms of advertising: layout, type, border, headlines, illustrations, ways to get attention and arouse interest, newspaper and magazine copy. The course relates theory to practice by giving students assignments in the actual writing of advertisements.

**E207a (E7a).** Short Story Writing. Wednesday, 6:15-7:55 p.m. Room F. Two hours' credit. Fee \$10. Miss ORVIS.

This course deals with the art of short story writing. It treats of the nature of the short story, its proper subject-matter, and its limitations; plot, characterization, setting, atmosphere, angle of narration. The classroom time will be devoted chiefly to the criticism of stories written by students and to the discussion of outside reading. The course is intended for persons seriously interested in writing fiction and should be preceded by a University course in English composition or its equivalent. Students lacking this preparation will be required to submit stories in advance of admission to the class.

**E211 (E11).** Special Feature Stories. Friday, 8-9:45 p.m. Room G. Two hours' credit. Fee \$10. Mr. PIERCY.

This course will cover special writing for the newspapers and magazines. Students wishing to register should consult the instructor as to their eligibility.

### LATIN

**E229 (E29).** Greek and Roman Mythology. Wednesday, 6:15-7:55 p.m. Room H. Two hours' credit. Fee \$10. Mr. COON.

This course is a study of the divinities, heroes, and other supernatural beings of classical mythology, together with the main myths



connected with them. An attempt will be made to explain the origin and meaning of many of the myths. Their significance in English literature and in ancient, mediaeval, and modern art will also be considered in this course. No knowledge of Latin is required for this course.

**\*E234 (E34). Roman Elegiac Poets.** Wednesday, 8-9:45 p.m. Room D.  
Two hours' credit. Fee \$10. (\$15 for graduate credit.)  
Mr. COON.

A study of the elegiac type in Latin literature. Selected poems will be read from Catullus, Tibullus, Propertius, and Ovid, with special emphasis on Ovid. There will be assigned readings in English that bear upon these authors. Some attention will be given to the elegiac meter. A graduate course.

### MATHEMATICS

**E102 (E2). College Algebra.** Monday, 6-8 p.m. Room 5, S.H.S. Two and one-half hours' credit. Fee \$12.50. Mr. EDWARDS.

The regular Freshman course in algebra. Trigonometry and Analytical Geometry will be offered during the second semester.

**E104t (E4t). General Mathematics.** Thursday, 6-8:15 p.m. Room 5, S.H.S. Three hours' credit. Fee \$15. Mr. ANDERSON.

This course is required for the elementary school teacher's license. It covers the general principles of the science of mathematics. Prerequisite, one year of high school algebra and plane geometry.

**E116 (E16). Mathematical Theory of Investment.** Monday, 8-10:15 p.m. Room 5, S.H.S. Three hours' credit. Fee \$15.  
Mr. EDWARDS.

This course covers: annuities, bond values, sinking funds, insurance. It is required on the high school teacher's license in mathematics.

### MUSIC

**E1b. History of Music.** Friday, 6:15-7:55 p.m. Room 9, S.H.S. Two hours' credit. Fee \$10. Mr. NYE.

A general survey of styles of composition, development of instruments, national tendencies, contemporary history, and musical criticism from 1700 to the present time; a detailed study of the following composers and their influence on the history of music—Bach, Handel, Haydn, Mozart, Gluck, Beethoven, Schubert, Mendelssohn, Schumann, Weber, Chopin, Liszt, Verdi, Brahms, and Wagner; post-Wagner tendencies; American music; Edward MacDowell; contemporary music. As far as is possible in the limited time, the course will be made practical by the discussion of many illustrations from the composers. Lectures, notebooks, and a term paper on individual topics are required; also collateral study of the text.



## POLITICAL SCIENCE

**E101a (E1a). American Government and Politics.** Tuesday, 6:15-7:55 p.m. Room G. Two hours' credit. Fee \$10. Mr. LINTON.

The organization and work of the different branches of our national government; the basic principles of our federal constitution, such as separation of powers, checks and balances, limited government, the representative principle, etc.; the method of nominating and electing a president; the organization and work of Congress; the relations between the president and Congress; the nature of the president's cabinet, the work of the executive departments; the organization and functions of the federal courts. Textbook, lectures, reports, class discussion.

**E103a (E3a). The Government of England.** Tuesday, 8-9:45 p.m. Room G. Two hours' credit. Fee \$10. Mr. LINTON.

This course will deal with the nature of the English constitution and system of government, the Crown, the Cabinet, the Ministry, the organization and work of Parliament, the relations between ministers and Parliament, English political parties and elections, the work of the courts, local government in England, relations between Scotland and England, the new Irish government, and problems of Imperial Britain. Comparisons of English political methods will be made with those of our own country. Textbook, lectures, reports, class discussion.

## PSYCHOLOGY

**E101 (E1). Principles of Psychology.** Thursday, 5:45-8 p.m. Room H. Three hours' credit. Fee \$15. Mr. YEAGER.

This course constitutes a survey of the fundamentals of human nature. Beginning with a description of the elemental brain structure, it treats of original instinctive endowments and then proceeds to unfold in detail the steps of mental growth. Special attention is given to the practical problems of everyday life, such as economy in memorizing, concentration of attention, effective reasoning, and regulation of the emotions. The course is recommended as preliminary to all other courses in psychology and philosophy. One semester. Repeated the second semester. (Students desiring only two hours of credit may obtain it by special arrangement with the instructor.)

**\*E148 (E48). Industrial Psychology.** Thursday, 8-9:45 p.m. Room H. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. YEAGER.

A course for business managers, employment officers, and social workers. Considers the problems of psychology as they relate to management.

**\*E156a (E56a). Clinical Psychology.** Saturday, 9-11 a.m. Riley Hospital. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. YOUNG.

This course is a series of clinics for children. The children are given tests, their cases are diagnosed, and those interested in treating

the cases are given advice as to their handling. The instructor supplements the demonstrations with lectures. Prerequisite for University credit, Principles of Psychology. Two semesters of the work may be taken for credit. The course is particularly valuable to school teachers and social workers. Graduate course.

**\*E157 (E57). Psychology of Personal Efficiency.** Friday, 6:15-7:55 p.m. Room C. Two hours' credit. Fee \$10. (\$15 for graduate credit.) Mr. BOOK.

An intensive study of the psychological principles which determine human efficiency in learning and work. By means of experiments, lectures, and assigned readings, students will be given practical information and personal help in such matters as planning one's daily, weekly, and life work; analyzing one's daily tasks to find the best, easiest, and quickest way of performing them; standardizing working conditions and routine tasks; taking stock of one's capacities and talents; conserving one's available supply of vital energy; the psychology of fatigue, recreation, and sleep; the psychology and practical importance of ideals, incentives, and immediate and permanent interest; the principles determining originality and leadership. Each student will be given a complete set of typewritten suggestions and information.

**\*E208 (E8). Research.** Fridays, 8 p.m. Room C. Credit and fee to be arranged. Mr. BOOK.

Each student is guided in his researches in a special problem. Open only to graduate and very advanced undergraduate students on special arrangement with the instructor.

## SOCIOLOGY

**E207 (E7). Principles of Sociology.** Monday, 6:15-8 p.m. Room F. Two hours' credit. Fee \$10. Mr. BITTNER.

This course aims to give some understanding of the major problems of society at its present stage and also to help the student to recognize what are wise social policies. How modern society makes and remakes human nature; how man uses and is used by the wealth he creates; why class struggles arise; how civilization crosses racial and national boundaries; how the community controls men's ideas and actions, rewarding the conservative and suppressing the radical; how social science may substitute persuasion for violence in human relations, are among the social processes considered in the course. Social products such as the family, industry, the school, the recreation center, and the modern state will be examined.



## SPANISH

**E115a (E15a). Elementary Spanish.** Mondays and Wednesdays, 6-8 p.m. Room 10, S.H.S. Five hours' credit. Fee \$25.

Miss FECHTMAN.

Spanish grammar, reading, and composition. Those who take this course and Course 115b, the second semester, will have completed a full year's college work in Spanish by the end of the year.

**E115b (E15b). Elementary Spanish.** Wednesday, 6-8 p.m. Room 11, S.H.S. Two and one-half hours' credit. Fee \$12.50 each semester.

Miss HARLAN.

This class is open to those who have had one year of high school Spanish or the first semester of college Spanish. It will cover the second half of the first year's work. Those who take it will be ready to carry the second-year work by June, 1928.

**E131a (E31a). Spanish Composition and Conversation.** Wednesday, 8-9:30 p.m. Room 11, S.H.S. Two hours' credit. Fee \$10.

Miss HARLAN.

A course in speaking and writing Spanish, with special emphasis on commercial phrases and constructions. Open to those who have had Course E115 or its equivalent.

## ZOOLOGY

**E105 (E5). General Biology.** Tuesday and Thursday, 6-9 p.m. Biological laboratory at School of Dentistry. Three to five hours' credit. Fee \$15 to \$25.

Dr. MORGAN.

A systematic study of living organisms, both plant and animal, developing the general principles of biology. Laboratory work is combined with recitations and lectures illustrated with slides. It is expected that this course will be followed by Course 101t, General Zoölogy, the second semester. Students will be charged a small fee to cover cost of materials used. May be offered in satisfaction of the science or pre-medical requirement.

**E132 (E32). Eugenics.** Tuesday, 4-5:45 p.m. Room H. Two hours' credit. Fee \$10.

Dr. RICE.

This course will consist of a popular treatment of a scientific subject of great interest and importance. The fundamental laws of inheritance will be considered in sufficient detail to enable the student to understand the biological basis of the science of eugenics and race hygiene. Practical applications will be made constantly. The course should be of particular interest to teachers, social workers, and all persons interested in the propagation of the race. It is given thruout the year.



# Teacher Training

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The Indianapolis Center offers many opportunities for teachers to take courses leading to professional advancement and at the same time counting toward graduation at the University.

**Advanced Courses** for teachers in service and for administrators are offered each semester. Many individuals are carrying such courses in order to renew licenses, to secure higher licenses, and to earn graduate degrees in the School of Education. Those interested in such work should consult the officers in charge of the Center.

**Courses for Prospective Teachers.** Graduates from high schools can take the thirty hours of work required for the rural school teacher's course and receive a second grade license which will enable them to teach the following fall. Students completing the first year of the rural school teacher's course will receive a second grade license *valid in any elementary school of the state*. Students thus completing the first year of the rural school course may enter upon the second year of either the primary or intermediate-grammar grade course without loss of credit, and upon completion of the second year of such course shall receive a corresponding first-grade license.

All of the courses listed below count toward a university degree, as well as toward the different licenses. The student can do all of the work required for the second grade rural, intermediate-grammar, and primary licenses in the Indianapolis Center. The curriculum is as follows:

| <i>First Semester</i>     |               | <i>Second Semester</i>   |               |
|---------------------------|---------------|--------------------------|---------------|
| Composition 101a          | ..... 2 hours | Composition 101b         | ..... 2 hours |
| Introduction to Teaching. | 3 hours       | Educational Psychology.. | 3 hours       |
| English Literature        | ..... 3 hours | U.S. History             | ..... 3 hours |
| Mathematics 104t          | ..... 3 hours | Methods in Arithmetic... | 2 hours       |
| Music in the Schools....  | 2 hours       | Geography                | ..... 5 hours |
| Reading and Phonics       | .... 2 hours  |                          |               |

The courses are so arranged that they can be taken in the late afternoon and evening. The complete program, however, can be carried only by students giving practically their entire time to study. Other students may find it advantageous to earn fewer credits in the Indianapolis Center and more in full-time residence study at Bloomington. Such students *can elect* any of the above subjects.

Mid-year graduates from accredited high schools may enter the second semester and carry the full half-year's work.

## Graduate Work

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Students may do all the work required for the Master's degree thru extension courses in Indianapolis. Under the ruling of the Graduate Council, one year's work beyond the Master's degree toward the Ph.D. degree may be carried in Indianapolis. For detailed information, consult the officer in charge at the Indianapolis Center.

**General Rules.** The following general rules govern all the work: (1) No student who is working full time either as a teacher in the Indianapolis schools, or in business, may carry more than five hours of work in any one semester. (2) *All work is subject to the approval of the head of the department in which the degree is to be granted; the student must see that such approval is secured.* (3) The student must fill out an application blank which is submitted to the head of the department, and, after his signature has been secured, is sent by the Indianapolis office to the Dean of the Graduate School. *Credentials must be filed with the application blank at the Indianapolis office.* They should include a statement of graduation, together with a transcript of all college credits and should be filed three weeks in advance of the opening of the semester.

The Extension Division is not responsible for inconveniences resulting from failure to comply with the above rules.

A minimum of thirty hours of graduate credit at Indiana University is required for the Master's degree. Twenty of the total of thirty hours must be in one department, or in closely allied departments. Ten hours must be distinctly graduate in character.

**Time.** All of the work for the A.M. degree must be completed within a period of five years. The candidate is required to have completed not only a minimum of thirty hours of credit, but also he must have met the minimum *time* requirement of one full year of work (thirty-six weeks). A student carrying less than a full semester's load (fifteen semester hours) will be granted residence credit in proportion to the number of hours he does carry. Thus, a student who completes five hours of work in one semester will be granted six weeks of residence credit for that semester. If the student devotes his full time to his studies, there is no restriction as to the amount of work that may be carried during one semester, but no reduction in the time requirement is made for work carried in excess of fifteen hours.

**Foreign Language.** It is strongly urged that all students gain some proficiency in foreign modern language before entering the Graduate School. The ability to read one or more modern languages, preferably French or German, is expected of all candidates for the A.M. degree and in most lines of study is required. Special cases are acted on by



the head of the department in which the major subject lies, in consultation with the Dean of the Graduate School.

**Fees.** Experience has proven that graduate extension courses are too expensive to justify longer charging only the usual undergraduate rate. It has therefore been necessary to increase the fee to \$7.50 a semester hour for graduate credit. This rate will make it possible to offer graduate courses under the most favorable conditions for successful work and to classes enrolling a minimum number of students.

**Thesis.** A thesis is required in all departments. An oral examination may be required by the major department.

It is recommended that students supplement their graduate work in the Indianapolis Center by residence study in the summer session at Bloomington.

### *Regulations for Graduate Study in English*

Only courses given by the English Department will count as part of the English major. Courses with grades lower than B— will not count toward the advanced degree in English.

**Minimum Undergraduate Requirements.** The student must have a minimum of thirty hours of undergraduate work in English in addition to the usual Freshman work in composition.

**Written Examination.** A written examination in the History of English Literature must be taken by all candidates for the Master's degree. These examinations will be given in January and in April at the Indianapolis Center.

**Thesis.** A thesis is required of each student. Credit for the thesis will not exceed four hours, the amount allowed in each case being determined by the Committee on Graduate Study in English. Subjects for theses must be approved by the Committee by February 15 of the year in which the degree is taken.

**"Strictly Graduate Courses."** The rule of the Graduate School that ten out of the thirty hours required for the A.M. must be distinctly graduate in character is rigidly adhered to. Credit for theses will not count toward this requirement. One or more distinctly graduate courses will be given each semester in Indianapolis and students should take advantage of this opportunity as it is offered, rather than postpone the more advanced work.

**Minors.** The following minors, offered in Indianapolis, are recommended to students taking a major in English: History, Sociology, Philosophy, and Psychology. Permission to take a minor in Education is sometimes granted.

**Courses Open to Graduate Students this Semester.** The following courses count as "strictly graduate courses": Literary Origins, Twentieth-Century Drama. The courses in Advanced Composition, Shakes-

peare, Twentieth-Century Novel, Victorian Literature, and Elizabethan Non-Dramatic Literature may be taken as part of the thirty hours of required work.

### *Regulations for Graduate Study in Education*

**Requirements.** Students working for the A.M. in Education must have a total of forty hours of undergraduate and graduate work in this field. If they have had ten hours of undergraduate work, they are required to take thirty hours of graduate work in Education. If they have had twenty hours of Education, they may take a minor of ten hours in some related field. Three hours of psychology may be counted as work in Education.

**Examination.** No entrance or oral examinations are required.

**Thesis.** A thesis is required.

**Courses Open to Graduate Students this Semester.** The following courses offered this semester are "distinctly graduate in character": Supervision of the Elementary School Curriculum, Advanced Methods in Elementary School Subjects, School Administration, High School Administration, The High School Curriculum, Development of Vocational Education, Vocational Counseling and Vocational Information, and Seminar in Education. Advanced Educational Psychology may count as graduate work by special arrangement. The course in Psychology of Exceptional Children counts as graduate work, but is not strictly graduate.

### *Regulations for Graduate Study in History*

**Minimum Requirements.** The student must have a minimum of ten hours of undergraduate work in history, and of thirty hours of graduate work for the A.M. degree. From ten to fourteen hours of the graduate work must be done in advanced courses in history; from six to ten hours must be in seminary and thesis work; and from eight to twelve hours may be done in advanced courses in the minor. The minor may be in practically any department if the student can prove that he has some definite plans or objective in mind. A total of forty hours of undergraduate and graduate work in history is required.

**Thesis.** The Master's thesis must be submitted and approved by a committee of the Faculty of the Department before the student is admitted to the oral examination.

**Examination.** The oral examination will cover the thesis and the courses in history taken after the A.B.

**Courses Open to Graduate Students this Semester.** The following "strictly graduate courses" are open to graduate students: The World War and Contemporary Europe, Europe from Napoleon to the World War, American Diplomatic History, The American Revolution and Confederation, and Seminar in American History.



*Regulations for Graduate Study in Psychology*

**Requirements.** Students working for the A.M. in psychology must have a total of forty hours of undergraduate and graduate work in this field.

**Thesis.** A thesis is required.

**Courses Open to Graduate Students this Semester.** The following courses offered this semester are distinctly graduate in character: Clinical Psychology, Psychology of Exceptional Children, Industrial Psychology, Psychology of Personal Efficiency, and the Research course.

# Extension Courses in Commerce

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The Extension work in Commerce is planned for men and women who are ambitious to advance in business. The courses are of two general types. The aim of courses of the first class is to impart facts of immediate applicability in business. Among such courses are those in accounting, business English, business organization, business law, and banking. Courses of the second class, such as economics, psychology, and English composition, may prove even more valuable by improving the personal bearing or widening the outlook of the student even tho no immediate application appears.

Valuable as are the Extension Courses in Commerce, none should enter a class unless he is willing to labor hard on the studies. The instructors are expected to exact first-class work from the students. The student who is not willing to exert himself gains little from his contact with the University. For those who toil intelligently, there are great possibilities for personal improvement.

**Certificate Courses.** "Certificate course" is a term applied to a group of individual courses arranged as a three-year program of study in Commerce. Four certificate courses are offered: General Business, Accounting, Marketing and Advertising, and Secretarial.

University certificates will be granted to students who complete a three-year course with a minimum of forty-eight semester hours of work—an average of eight hours a semester. Inasmuch as most classes have two-hour recitations, students enrolling for a complete course will have four classes each week thruout the school year. Those who prefer to take four years to complete the work may do so by enrolling for six hours each semester. Students are advised to take the complete three-year course of study and thereby secure a University certificate. The classes will be open, however, to persons desiring to enroll for individual subjects.

While there is a different program of subjects for each of the four certificate courses, certain subjects are regarded as fundamental to all: thus, English composition and elements of economics are required of students desiring certificates. The curriculum for the three years is not hard and fast, however. A certain number of electives will be permitted, subject to the approval of the officers in charge.

The program or outline of the four three-year courses may be had upon request.

**Correspondence Courses.** Attention is called to the fact that the University offers by correspondence a number of courses in business subjects which are not given in Indianapolis because the city does not afford a group sufficiently large to warrant the formation of a class in any of these subjects. A student may thus complete, by correspondence, subjects which are not available in other form. Persons interested in correspondence work should communicate with the Bureau of Correspondence Study, Extension Division, Indiana University, Bloomington, Indiana.



## Correspondence Courses

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Indiana University offers a wide variety of work by correspondence. Many courses for which there is not sufficient demand in Indianapolis to warrant the formation of a class may be obtained by mail from the Bloomington Office of the Extension Division.

Correspondence study has firmly established itself as a valuable method for disseminating culture and information. The credits earned by correspondence are recognized as equal to those acquired by class work.

The COMPLETE HIGH SCHOOL COURSE may now be taken by correspondence either for college entrance or for the state high school equivalency certificate.

Courses of UNIVERSITY grade are offered in the following fields:

|                       |                   |
|-----------------------|-------------------|
| Astronomy             | Home Economics    |
| Commerce              | Hygiene           |
| Comparative Philology | Journalism        |
| Economics             | Latin             |
| Education             | Mathematics       |
| English Language      | Music             |
| English Literature    | Philosophy        |
| Fine Arts             | Political Science |
| French                | Psychology        |
| Geology               | Sociology         |
| German                | Spanish           |
| History               |                   |

The Division is constantly adding to the list of correspondence courses.

For detailed information, address

INDIANA UNIVERSITY EXTENSION DIVISION,  
CORRESPONDENCE STUDY BUREAU,  
Bloomington, Indiana.

## Courses in Training for Social Work

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Courses in Training for Social Work given by Indiana University under the Department of Economics and Sociology in the College of Arts and Sciences are given at the Indianapolis Teaching Center, 319 North Pennsylvania Street. Courses in training for medical social service are given at the University Hospitals. The case work offers actual contact with the patients in the Robert W. Long and James Whitcomb Riley Hospitals and the City Dispensary for whose social care the medical social service department of the University Hospitals is responsible, as well as in accredited local social agencies, and is supervised by teachers in the department. Both the didactic and field work courses are designed to give the student thoro and comprehensive instruction in the various phases of social work.

This instruction is designed to meet the demand of four classes of students: (1) those persons who desire study or training in social work; (2) graduate students who wish advanced work in sociological research or training for social work; (3) students of the School of Medicine who require knowledge of interrelated social and physical problems; and (4) students in the University Training School for Nurses who need knowledge of social work with practice.

The applicants must have a minimum of two years of college work in order to enter as undergraduate students, and must be graduates of a recognized college or university for postgraduate work.

For detailed information address U. G. Weatherly, Sociology Department, Bloomington, Indiana, or R. Clyde White, 319 North Pennsylvania Street.

## Art School of the John Herron Art Institute

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The ever-increasing demand on the part of teachers in drawing in public and private schools for an opportunity to acquire a college degree and to have professional training in an art school has resulted in an arrangement between Indiana University and the John Herron Art Institute by which it is possible for Art Institute students to secure credit which the School of Education of Indiana University will accept to apply on the degree of Bachelor of Science. The full course covers a period of four years and includes general educational subjects and professional art subjects, as well as teaching and normal work.

Special courses in art for teachers and others are offered in the afternoons at 4 o'clock.



# Engineering Extension Courses Purdue University

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The following Extension Courses of value to the men employed in the industries of Indianapolis are available thru the Engineering Extension Department of Purdue University:

**1. Practical Electricity.** 20 meetings. Fee \$15, including text.

An elementary course dealing with the fundamental principles of electricity and its application to direct and alternating current machines. The course covers: Ohm's law—electrical units; electric measuring instruments; series and parallel circuits; three wire circuits; bridge circuits; A C and D C circuits; alternating current waves; direct current generators; direct current motors; batteries; transformers; induction and synchronous motors; etc.

**2. Factory Management.** 20 meetings. Fee \$12, text extra.

An elementary course dealing with materials and processes. Some of the subjects to be discussed are: organization; time studies, planning and dispatching; routing of materials; plant layouts; standardizations; cost finding; personnel; wage payment plans and incentives; industrial fatigue and efficiency; fitting the worker to his job; production control; records; common offenses of industrial workers; safety; industrial lighting.

**3. Steam Boilers.** 20 meetings. Fee \$15, including text.

A practical course covering boiler types; construction; setting; power plant piping; pumps; air washer; stokers; coal and ash handling; stacks; flues; draft apparatus; use of steam tables; steam calorimetry; boiler capacity; efficiency; rating and testing; fuels and fuel-gas analysis.

**4. Steam Engines.** 20 meetings. Fee \$15, including text.

A practical course covering engine and turbine construction; valves and valve setting; governors; locomotive and marine engines; steam indicators; horse power and indicator card calculations; steam engine and turbine efficiency and testing; power plant testing and calculations of tests according to A.S.M.E. code.

Short extension courses in Steel and Its Treatment and in Foreman Training will also be offered.

These courses listed above, except Steel and Its Treatment and Foreman Training, will start during the first week in November. Complete description of courses, place and date of meeting may be obtained by addressing:

THE DIRECTOR,  
ENGINEERING EXTENSION DEPARTMENT,  
PURDUE UNIVERSITY,  
LAFAYETTE, IND.

# Administrative and Instructional Staff

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## ADMINISTRATIVE OFFICERS

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EDGAR LEE YEAGER, A.M., Instructor in Psychology.

HERMAN H. YOUNG, Ph.D., Professor of Psychology.

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\* On leave of absence, 1927-28.

SCHEDULE BY DAYS

Numbers are for rooms at Shortridge High School; letters for rooms at 319 North Pennsylvania Street; A.I. for Special Courses for the students of the Art Institute exclusively; R.H. is for Riley Hospital; S.D. for the laboratories at the School of Dentistry, 635 N. Penn. St.

| MONDAY   |  | TUESDAY |  | WEDNESDAY |   |
|----------|--|---------|--|-----------|---|
| 1:00     | Secondary Education.....A.I.                           | 4:00    | English Novel.....F                          | 5:45      | Advanced Educational Psychology.....C       |
| 1:00     | English Composition 101a.....A.I.                      | 4:00    | Shakespeare.....E                            | 5:45      | Freshman English Literature 102a.....E      |
| 2:30     | Freshman English Literature.....A.I.                   | 4:00    | Eugenics.....H                               | 6:00      | Elementary German 101a.....4                |
| 5:45     | Introduction to Teaching.....B                         | 4:00    | Reading and Phonics.....C                    | 6:00      | Elementary Spanish 115a.....10              |
| 6:00     | Elementary Spanish 115a.....10                         | 4:00    | Victorian Literature.....A                   | 6:00      | Elementary Spanish 115b.....11              |
| 6:00     | College Algebra.....5                                  | 4:00    | American Diplomatic History.....B            | 6:15      | Short Story Writing.....F                   |
| 6:00     | Elementary German 101a.....4                           | 5:45    | High School Administration.....E             | 6:15      | Principles of Accounting 101a, Sec. 2.....A |
| 6:15     | Principles of Sociology.....F                          | 6:00    | General Biology.....S.D.                     | 6:15      | Descriptive Astronomy.....7                 |
| 6:15     | Sales Management.....H                                 | 6:00    | Inorganic Chemistry.....S.D.                 | 6:15      | Greek and Roman Mythology.....H             |
| 6:15     | Auditing.....D   | 6:00    | Real Estate.....C                            | 6:15      | Political Economy.....B                     |
| 6:15     | Scientific Studies in Elementary School Teaching.....E | 6:15    | Principles of Accounting 101b.....A          | 8:00      | Roman Elegiac Poets.....D                   |
| 6:15     | Principles of Accounting, 101a, Sec. 1.....A           | 6:15    | American Government.....G                    | 8:00      | Elizabethan Literature.....E                |
| 6:15     | American Literature 252b.....G                         | 6:15    | Cost Accounting.....D                        | 8:00      | Credits and Collections.....B               |
| 6:15     | English Composition 101a, Sec. 1.....C                 | 6:15    | Twentieth-Century Drama.....5                | 8:00      | Spanish Composition and Conversation.....11 |
| 8:00     | Mathematical Theory of Investment.....5                | 6:15    | American Revolution.....B                    |           |   |
| 8:00     | English Composition 101b, Sec. 1.....C                 | 6:30    | English Composition 101a, Sec. 2.....H       |           |   |
|          |  | 6:30    | Advanced Composition.....F                   |           |   |
|          |  | 8:00    | Government of England.....G                  |           |   |
|          |  | 8:00    | Property Insurance.....C                     |           |   |
|          |  | 8:00    | Seminar in American History.....B            |           |   |
|          |  | 8:00    | English Composition 101a, Sec. 3.....F       |           |   |
|          |  | 8:00    | High School Curriculum.....E                 |           |   |
| THURSDAY |  | FRIDAY  |  | SATURDAY  |   |
| 5:45     | Secondary Education.....C                              | 1:00    | Introduction to Teaching.....A.I.            | 9:00      | Clinical Psychology.....R.H.                |
| 5:45     | Development of Vocational Education.....E              | 1:00    | Advanced Educational Psychology.....A.I.     | 9:00      | Seminar in Education.....C                  |
| 5:45     | Principles of Psychology.....H                         | 4:00    | Hygiene.....H                                | 10:00     | Literary Origins.....F                      |
| 6:00     | General Mathematics.....5                              | 4:00    | Europe from Napoleon to the World War.....B  | 10:00     | French Conversation.....E                   |
| 6:00     | General Biology.....S.D.                               | 4:00    | Dramatic Art.....F                           |           |   |
| 6:00     | Inorganic Chemistry.....S.D.                           | 4:00    | Public School Music.....9                    |           |   |
| 6:00     | Modern German Authors.....4                            | 5:45    | Supervision Elementary Curriculum.....7      |           |   |
| 6:15     | Advanced Accounting.....A                              | 6:00    | Elementary French 101a.....11                |           |   |
| 6:15     | Public Speaking 160a, Sec. 1.....F                     | 6:00    | Elementary French 101b.....10                |           |   |
| 6:30     | Psychology of Exceptional Children.....B               | 6:15    | School Administration.....E                  |           |   |
| 8:00     | Business Law.....C                                     | 6:15    | Mediaeval and Modern European History.....B  |           |   |
| 8:00     | Industrial Psychology.....H                            | 6:15    | Advertising.....G                            |           |   |
| 8:00     | Vocational Counselling and Information.....E           | 6:15    | Psychology of Personal Efficiency.....C      |           |   |
| 8:00     | Business Organization.....A                            | 6:15    | English Composition 101b, Sec. 2.....H       |           |   |
| 8:00     | Public Speaking 160b.....F                             | 6:15    | History of Music.....9                       |           |   |
|          |  | 6:30    | Traffic Management.....A                     |           |   |
|          |  | 6:30    | Public Speaking 160a, Sec. 2.....F           |           |   |
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# Indiana University Extension. Division INDIANAPOLIS CENTER

## Calendar

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1927

*September 19, 20, 21, Monday,  
Tuesday, Wednesday*

*September 22, Thursday*

*October 20, 21, 22, Thursday,  
Friday, Saturday*

*November 24, 25, 26, Thursday,  
Friday, Saturday*

*December 19, Monday*

*December 20, Tuesday*

Special registration days.

Classes begin.

No classes, State Teachers' Association.

No classes, Thanksgiving recess.

Last day of classes before Christmas recess.

Christmas recess begins.

1928

*January 3, Tuesday*

*January 23, 24, 25, Monday,  
Tuesday, Wednesday*

*January 30, Monday*

*February 2, 3, 4, Thursday, Friday,  
Saturday*

*February 6, Monday*

*May 21, Monday*

*May 26, Saturday*

Classes resumed.

Examinations in Monday, Tuesday, and Wednesday classes.

Annual extension banquet.

Examinations in Thursday, Friday, and Saturday classes.

Second semester classes begin.

Examinations begin.

Second semester ends.

## SERVICE TO THE STATE



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V. 129

BULLETIN OF THE EXTENSION  
DIVISION, INDIANA UNIVERSITY

OCT 17 1927

# The Chronicles of America Photoplays



Distributed in Indiana by the  
BUREAU OF VISUAL INSTRUCTION

VOL. XII, No. 9.

MAY, 1927.







# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

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VOL. XII

BLOOMINGTON, IND.

No. 9

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MAY, 1927

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## Staff of Bureau of Visual Instruction

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WALTON S. BITTNER, A.B., Associate Director of the Extension Division.

HUGH W. NORMAN, A.M., Secretary of the Bureau of Visual Instruction.

## The Chronicles of America Photoplays

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THE CHRONICLES OF AMERICA PHOTOPPLAYS comprise a series of vivid and inspiring motion pictures reproducing with historical accuracy striking events in the annals of the United States from the voyage of Columbus to Appomattox.

The films were planned by the Yale University Press under the direction of members of the Departments of History and Education of Yale University. They were produced under the supervision and control of a Committee of the Yale University Council.

Exclusive distribution of these pictures in Indiana to schools and civic organizations is made thru the Indiana University Extension Division, Bureau of Visual Instruction, Bloomington. Advance bookings and series schedules are now being made.



# THE BUREAU OF VISUAL INSTRUCTION

EDUCATIONAL  
SERVICE

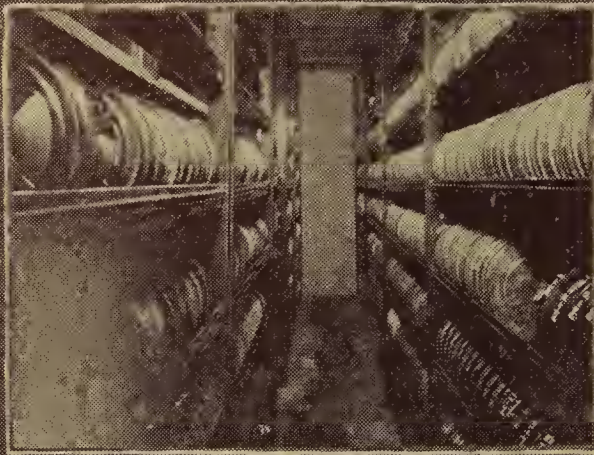


COMMUNITY  
SERVICE

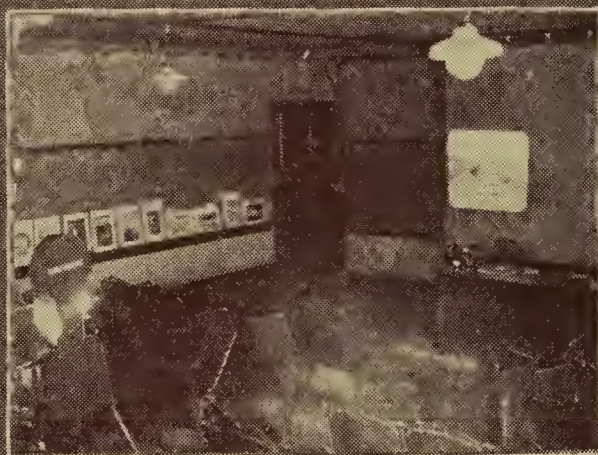
OFFICE AND BOOKING ROOM



SHIPPING ROOM—LANTERN SLIDE RACKS



SECTION OF FILM VAULT



VISUAL EDUCATION GLASS ROOM



INSPECTION AND SHIPPING ROOM



EXPRESSMAN LOADING MORNING SHIPMENTS



COUNTY AGENTS BOOKING A PICTURE SERIES

The Bureau of Visual Instruction offers a library of hundreds of motion pictures, lantern slide sets, posters, art prints, and charts for school and community use. A complete set of catalogs will be sent promptly on request.



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V. 129

## Indiana University A State Center for Pictures

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THRU special arrangements with the Yale University Press Film Service, Indiana University has succeeded in leasing until April 1, 1929, THE CHRONICLES OF AMERICA PHOTOPlays for exclusive distribution in Indiana to schools and non-theatrical groups. In obtaining these pictures for the Indiana schools and civic groups Indiana University has guaranteed a substantial sum to Yale University believing that the schools, churches, clubs, and other community organizations of Indiana will make every possible effort to support the production and distribution of motion pictures of this type.

In leasing these photoplays Indiana University is able to offer them at rates lower than they have heretofore been offered providing the films are booked in a series. The arrangement also reduces the cost of transportation.

### Pictures for All Citizens

THE CHRONICLES OF AMERICA PHOTOPlays should be exhibited in every school in Indiana. They should be exhibited to adults as well. The worth of pictures visualizing the history of our country, as this series does, should not be determined by ticket sales but by the good that they will do in the local school and community in the teaching of American history and good citizenship, and in the stimulation of patriotism. A school with the coöperation of one or more civic organizations could well afford to arrange for this series of pictures and to exhibit it entirely free of charge to the school and community at large. However, where this is not possible the series should be easily financed thru the sale of series tickets. Moreover, a small charge for community exhibitions promotes interest and an appreciation of their value.

### Pictures of Beauty and Distinction

Unique in their conception and in the methods followed in their production, THE CHRONICLES OF AMERICA PHOTOPlays have also achieved the unique distinction of being praised with equal warmth by the general newspapers and magazines of

the country, by motion picture trade journals, and by periodicals devoted to education and to visual instruction. Many of these emphasize the value of these films as "a way to make better citizens," to quote the description applied to them by the motion picture *Exhibitor's Herald*; many pay tribute to them as "the most significant contribution yet made to the field of educational films," as an editorial in *The Educational Screen* describes them; practically all recognize that THE CHRONICLES OF AMERICA PHOTOPlays are, in the words of the *Moving Picture World*, "one of the greatest innovations in the history of the motion picture industry." Lack of space prevents the reproduction in this pamphlet of the hundreds of endorsements published in the newspapers and written in letters from every section of the United States following the showing of THE CHRONICLES OF AMERICA PHOTOPlays in the theatres. The deep impression made by them is, in the opinion of the *Moving Picture World*, accounted for by the fact that "in THE CHRONICLES OF AMERICA series there is found a perfect blending. History, authentic and without distortion, is visualized; but here are also found the film technician and the dramatic artist to assure that the production requisites of photography, direction, and acting are skillfully carried out. Authenticity and accuracy in history are sought for, but the matter of entertaining action and situations are carefully attended to, and every dramatic value naturally embodied in the stories is accorded the fullest and most skillful expression that practical experience in the art of screen entertainment can give it.

"Each of THE CHRONICLES OF AMERICA is an epic in the complete picturization of the dramatic high lights of America's past. To designate them as dramatic and thrilling is but to attribute to them the qualities inherent in all truly entertaining pictures. While the CHRONICLES possess these essential points of merit their appeal is far deeper; far dearer to the heart of the American people. Their keynote is patriotism.

"They are pure American pictures depicting the struggles, sacrifices, adventures, conflicts, and accomplishments of our forefathers. They represent an entertaining,



picturesque, and authentic presentation of the birth and development of America. Their authenticity is a notable asset since the events portrayed are so gripping in themselves, their dramatic effect so powerful, and the qualities of courage, faith, and patriotism so humanly revealed that the narrative becomes an engrossing story."

Additional expert testimony to the unusual character of THE CHRONICLES OF AMERICA PHOTOPPLAYS is contributed by an editorial in *The Educational Screen* which says of them that "for the first time we have historical films produced by men who know history and the meaning of history"; refers to the fact that "utmost care in selection and arrangement has dramatized the material to give it the cumulative value and gripping appeal that are characteristic of and essential to any true perception of history"; and thereafter declares, "Further, we have in THE CHRONICLES what has hitherto been sadly lacking in films produced with educational purpose—namely, a technique in the photography and a professional quality in the action and direction previously unknown save in purely theatrical productions. THE CHRONICLES are probably the first motion pictures, with a serious educational purpose and sound educational foundation, which can bear comparison in pictorial quality and technique with the films produced by the regular industry with their most perfect facilities and at enormous expense."

### A Word as to Production Methods

Nothing short of actual contact with the work of "filming" THE CHRONICLES OF AMERICA can make clear the painstaking effort which is expended to make them in every detail as nearly perfect re-creation of past events as is humanly possible. Every incident, character, costume, setting, structure, and implement; every word in explanatory titles; every scene of social customs and habits; every phase of military and naval practice; in short, every detail registered on the screen, represents arduous work in libraries, museums, and historical institutions by a corps of trained historical investigators functioning under the direction of the Board of

Editors and of the other specialists associated in the preparation and production of this unique series of American historical motion pictures.

At least a brief reference to certain details of motion picture production as managed in the preparation of THE CHRONICLES OF AMERICA PHOTOPlays will be found of interest. The thousands of costumes and accouterments seen in these are made to order from individual sketches, drawn with exacting care and supplemented with voluminous notes, by Mr. Harry A. Ogden, an artist who has long made historical costumes his major interest. The background of Mr. Ogden's figures, the houses, the furniture, the innumerable objects which the various characters use, are also the subject of minute study and conference. All architectural matters, for example, have been decided by Professor Fiske Kimball, of New York University, a recognized authority on the architectural development of America. Literally thousands of actors have been interviewed by historical specialists and "screen tested" for close resemblance to portraits of the famous people portrayed in the photoplays—a tedious and very costly procedure, but one essential to the sincerity of the films. The preparation of the "scripts" for the photoplays, first by a specialist selected as best fitted to write with authority upon the particular play in hand, and then by skilled "continuity writers," represents, collectively, years of intensive work. Accuracy in production is furthered by photographing, whenever practical, re-enactments of crucial events on the same ground where the original action took place. Priceless historical relics have been willingly placed at the disposal of the Editors by individuals and societies, and are to be seen in the pictures. Unusual regard for such detail as photographing the scenes of the photoplays at the correct season of the year for each adds immeasurably to realism and, incidentally, explains not only the unusual character of the finished films but also why it is impossible to produce THE CHRONICLES OF AMERICA PHOTOPlays in strict chronological order.



**Fifteen Episodes Now Available**

Fifteen episodes comprising forty-seven reels in all are now available. All the episodes with the exception of two are three reels in length. Two episodes are four reels in length. All of these films are *new laboratory prints* on the *safety film stock*. Each episode is listed and described in the following pages. Rates and instructions for ordering are indicated on pages 8 and 9.

# COST AND HOW TO ORDER

The regular rate for THE CHRONICLES OF AMERICA PHOTOPlays has always been \$5 per reel. However, when a series of three or more episodes is booked, substantial reductions can be offered. Use the blank on the next page in arranging for a series.

## RATES

The regular rate is \$5 per reel, but the rate falls as the number of films ordered increases.

For a series of 3 episodes the last reel is free.

For a series of 6 episodes the last 3 reels are free.

For a series of 10 episodes the last 6 reels are free.

For a series of 15 episodes the last 10 reels are free.

Note: With any or all of these episodes the Extension Division will book extra reels of travel, nature study, geography, news reviews, educational, or comedy cartoons *free of charge*. Indicate the number of free reels desired with each episode when ordering.

## SAMPLE SERIES GROUPING

|    |                          |         |                  |
|----|--------------------------|---------|------------------|
| 1. | COLUMBUS                 | 4 reels | \$20.            |
|    | Cartoon comedy           | 1 reel  | Free.            |
|    | Animal picture           | 1 reel  | Free.            |
| 2. | THE PILGRIMS             | 3 reels | \$15.            |
|    | Cartoon comedy           | 1 reel  | Free.            |
|    | News review              | 1 reel  | Free.            |
|    | Educational subject      | 1 reel  | Free.            |
| 3. | WOLFE AND MONTCALM       | 3 reels | \$10. (last reel |
|    | Cartoon comedy           | 1 reel  | Free. free)      |
|    | Travel picture           | 1 reel  | Free.            |
|    | News review              | 1 reel  | Free.            |
|    | Total of 18 reels, \$45. |         |                  |

The above is a sample of a series grouping of three episodes. By adding free of charge reels from the Extension Division film library, programs of six reels or more may be arranged. In the above sample eighteen reels are booked for \$45 or an average of \$2.50 per reel. The addition, however, of the extra free reels is optional with the borrower. With a series of six, ten, or fifteen episodes the cost per reel decreases since a larger numbr of the feature reels are sent free as indicated in the scale of rates.



ORDER BLANK

Indiana University Extension Division,  
Bureau of Visual Instruction,  
Bloomington, Ind.

Please book the episodes of THE CHRONICLES OF AMERICA PHOTO-PLAYS checked below. In case all the subjects cannot be booked precisely as indicated you may fit the subjects checked to the dates submitted and forward at once a copy of the completed schedule for approval.

| EPISODE  | DATE DESIRED | Extra reels<br>Desired |
|--|--------------|------------------------|
| Columbus, 4 reels .....                        | .....        | .....                  |
| Jamestown, 4 reels .....                       | .....        | .....                  |
| The Pilgrims, 3 reels .....                    | .....        | .....                  |
| The Puritans, 3 reels .....                    | .....        | .....                  |
| Peter Stuyvesant, 3 reels .....                | .....        | .....                  |
| The Gateway to the West, 3 reels .....         | .....        | .....                  |
| Wolfe and Montcalm, 3 reels .....              | .....        | .....                  |
| The Eve of the Revolution, 3 reels .....       | .....        | .....                  |
| The Declaration of Independence, 3 reels ..... | .....        | .....                  |
| Yorktown, 3 reels .....                        | .....        | .....                  |
| Vincennes, 3 reels .....                       | .....        | .....                  |
| Daniel Boone, 3 reels .....                    | .....        | .....                  |
| The Frontier Woman, 3 reels .....              | .....        | .....                  |
| Alexander Hamilton, 3 reels .....              | .....        | .....                  |
| Dixie, 3 reels .....                           | .....        | .....                  |

The rates for these episodes are indicated on page 8 of this catalog. In case extra reels are desired to make a longer program, I understand that these will be selected by the Extension Division and sent without additional charge.

Signed .....

Address .....

NOTE: In case you cannot decide upon any or all dates at present, kindly check the episodes desired and the dates may be arranged later at your convenience. This will assure you of the special series rates as indicated on page 8.





## COLUMBUS

(4 REELS)



*Columbus lays his plans before Queen Isabella.*

The "mad Italian" is first seen at the court of King John II of Portugal in 1485. On discovering the duplicity of this monarch he leaves Portugal and, after years of arduous endeavor, at length secures a hearing before Ferdinand and Isabella of Spain. At first rebuffed, he is granted a second interview thru the intercession of the learned priest Juan Perez, and finally obtains Isabella's support. The departure of his tiny fleet, his dangers and doubts while on the high seas, and his eventual triumph in landing upon Watling Island, October 12, 1492, are all depicted with beauty and interest. In the production of this picture use was made of the authentic model of Columbus' flagship, the *Santa Maria*, built by the Spanish government for the World's Fair in Chicago. This episode is adapted from *The Spanish Conquerors*, a Chronicle written by Irving Berdine Richman.



## JAMESTOWN

(4 REELS)



*An ox-drawn tumbril passing thru the gates of the Jamestown stockade.*

This is a realistic drama of the first permanent English settlement in America, in which the Virginia colony represents the focus of the struggle between England and Spain, nominally at peace in 1612, for the control of North America. The capture of Pocahontas, daughter of the Indian Chief Powhatan, is followed by her marriage to John Rolfe and the breaking of Spanish influence over Powhatan. His war of extermination upon the English ends with his daughter's wedding, and the Jamestown colony is firmly established. A vivid picture of the days of "The Iron Governor," in the preparation of which the Editors secured the coöperation of such historical specialists as Professor Charles M. Andrews, of Yale University, and Dr. Lyon G. Tyler and Mr. William G. Stanard, of the Virginia Historical Society. The re-creations of the original settlement and of Powhatan's Indian village are both remarkable. Adapted from *Pioneers of the Old South*, a Chronicle written by Mary Johnston.



## THE PILGRIMS

(3 REELS)



*Samoset, the Indian, having been fed by the Pilgrims is commanded by Captain Standish to look at the cannon on the hill which, "with a voice of thunder," defends the white men.*

A picture which deals with the struggle for religious freedom as typified by the Pilgrims. Beginning with the Separatist Movement at Scrooby, England, it traces their escape to Holland in 1607-8 and, after a rest of twelve years, the departure of the band for America. The voyage of the *Mayflower*, the landing on Plymouth Rock, the hardships and suffering of the settlers during their refusal to return to England, are shown in a manner which reveals the simple faith of the Pilgrims and their devotion to the ideal of freedom of religious thought and expression. Adapted from *The Fathers of New England*, a Chronicle written by Charles M. Andrews.



## THE PURITANS

(3 REELS)



*Governor Winthrop receives orders from England.*

This photoplay, contrasting the economic background of the formation of the Massachusetts Bay Colony and life in early New England with the court of King Charles I, serves also to emphasize the capable leadership of Governor Winthrop and his successful struggle to retain the colony's charter in the face of religious dissension from within and political attacks from across the sea. Mrs. Evangeline W. Andrews, the author of the "script," has long been associated with her husband, Professor Charles M. Andrews, of Yale University, in his researches in colonial history, a field in which he is generally recognized as a leading authority. The success of this picture is largely due to the fact that Mr. and Mrs. Andrews not only worked together in preparing "the continuity" but also in overseeing the production.



## PETER STUYVESANT

(3 REELS)



*Life in a New Amsterdam home.*

An interesting presentation of the events from 1653 to 1664 thru which Dutch New Amsterdam became English New York. Life in the colony under the stern rule of Stuyvesant, the frivolity of the court of Charles II, King of England, the decision to send a fleet to New Amsterdam, the revolt of Stuyvesant's citizens against his autocratic attitude, and the bloodless conquest of the Dutch colony are dramatically pictured in this play. The "script" was written by Professor Dixon Ryan Fox, of Columbia University, and Mr. William Basil Courtney. The film is a notable example of accuracy and perfection in every smallest detail.



## THE GATEWAY TO THE WEST

(3 REELS)



*George Washington in command of Virginia troops, April, 1753.*

A dramatization of that heroic portion of our national epic when France, working south from Canada, and England, pressing westward from her colonies along the Atlantic coast, began the inevitable conflict over the vast wilderness west of the Alleghanies. This film presents George Washington for the first time in THE CHRONICLES OF AMERICA PHOTOPlays. He is here shown as a young colonel, who, sent by Governor Robert Dinwiddie of Virginia to lodge a protest with the French, assumes command of the expedition upon the death of his ranking officer, and makes his courageous stand at Fort Necessity, an engagement which opened the eyes of England's ministers to the seriousness of the French menace to America.

In the preparation of this photoplay a complete production unit under the direction of Professor Nathaniel W. Stephenson spent over six weeks "on location" in three states, photographing scenes over an area of many miles.



## WOLFE AND MONTCALM (3 REELS)



*William Pitt, prime minister, discusses with Lord Anson his vision of England's growing sea power.*

This episode visualizes the bitter struggle between France and England in America, culminating in the Battle of the Plains of Abraham and the fall of Quebec in 1759. The acute situation in world politics which prompted William Pitt to send an army overseas under command of General James Wolfe is presented. We see the situation in New France with General Montcalm hampered by the jealousy of Vaudreuil, governor-general; the military strategy of Wolfe and his attack on Quebec. In detail this film depicts the statesmanship of Pitt, the strategy of General James Wolfe, the obstacles faced by the gallant Frenchman Montcalm, and the spectacular battle waged on the Plains of Abraham with the city of Quebec and the destiny of a continent at stake. Adapted from *The Conquest of New France*, a Chronicle written by George M. Wrong.



## THE EVE OF THE REVOLUTION

(3 REELS)



*Minute Men of Lexington gathering as the drum sounds the alarm.*

A picture that makes live again events of vital importance in the story of "the making of America," this photoplay reveals the state of mind of the people preceding the actual outbreak of hostilities, by recreating the incidents of the Stamp Act, "Taxation without Representation," the Boston Massacre, the Boston Tea Party, the famous rides of Paul Revere and William Daws, Jr., the sharp military clashes at Lexington and Concord, and the retreat of the British. The dramatic possibilities inherent in these memorable incidents have been developed in striking fashion. In short, the most notable events preceding the actual outbreak of the War of Independence are effectively portrayed. Adapted from a Chronicle, *The Eve of the Revolution*, written by Carl Becker.



## THE DECLARATION OF INDEPENDENCE

(3 REELS)



*In Independence Hall, July 4, 1776. Congress has just adopted the Declaration of Independence.*

This stirring account of the efforts of a small group of patriots to bring about a unanimous vote in favor of independence reveals in striking fashion the three outstanding attitudes of public opinion, as represented by the Tories, the Conservatives, and those in favor of absolute independence. The influence of pamphleteers, typified by Thomas Paine and his *Common Sense*, the unofficial gatherings of delegates, the concern of John Adams, Franklin, and others as to the attitude of France are shown. The proceedings of the Second Continental Congress, the famous session of July 2, 1776, when a unanimous vote was secured in favor of the resolution of independence, the formal adoption of the Declaration on July 4, and the subsequent excitement in Philadelphia, are all pictured in an unforgettable and dramatic manner. This photoplay was prepared by Mr. William Basil Courtney with the advice and help of Professor Carl Becker, of Cornell University.



## YORKTOWN

(3 REELS)



*American troops storm a British redoubt in the battle of Yorktown.*

The progress of the War of Independence between January and October, 1781, the hardships and suffering of the American troops, the problems confronting General Washington, the international aspect of the campaign of 1781, the aid rendered by the French leaders, the march of the American army south to Yorktown, the arrival of the French fleet, the complete outwitting of Clinton and Cornwallis, the battle of Yorktown, and the surrender of Cornwallis are all adequately and graphically depicted in this photoplay. A remarkably comprehensive and inspiring picture, based on the "continuity" written by Professor Nathaniel Wright Stephenson, a member of the Board of Editors appointed by the Council's Committee of Yale University, in consultation with Professor John Spencer Bassett, of Smith College, Secretary of the American Historical Association. Adapted from *Washington and His Comrades in Arms*, a Chronicle written by George M. Wrong.



## VINCENNES

(3 REELS)



*Patrick Henry and George Rogers Clark confer at Williamsburg.*

The struggle for supremacy along the frontier when the American colonies were fighting for Independence in the East. Hamilton, British governor-general of the Northwest, occupies Vincennes to curb the influence of westward-spreading pioneers. George Rogers Clark, to rid the country both of Hamilton and of his Indian allies, strikes out from Kentucky and reaches Kaskaskia before cold weather in 1779. Hamilton, protected by a seemingly impenetrable wilderness, feels secure until spring. Grasping his opportunity, Clark presses on across the "Drowned Lands" in the face of tremendous hardships and captures Vincennes, breaking the influence of the British over the Indians and winning for the Republic the vast territory from which later were formed the states of Ohio, Indiana, Illinois, Michigan, and Wisconsin. Adapted from *The Old Northwest*, a Chronicle written by Frederic Austin Ogg.



## DANIEL BOONE

(3 REELS)



*Daniel Boone as an Indian warrior talks with the French agent.*

The courage and unconquerable spirit of the early pioneers typified by a portion of the adventuresome career of Daniel Boone. In 1775, landholders of North Carolina sent him as the forerunner of a new settlement in what is now Kentucky. He establishes Boonesboro but the colony faces extinction because of sickness and Indian depredations. Boone is captured by the Shawnees. In 1788, a French officer in the British service organizes an Indian offensive against Boonesboro. Boone, meanwhile accepted as a brother by the savages, escapes, races back to his settlement and successfully defends it against a bitter nine-day attack. Adapted from *Pioneers of the Old Southwest*, a Chronicle written by Constance Lindsay Skinner.



## THE FRONTIER WOMAN

(3 REELS)

*Stockade of the Watauga settlement.*

To portray the sacrifices of the women of the frontier and the part played by them in the making of our nation, this film re-creates the story of the settlement of Watauga in the Tennessee mountains in 1780. Cornwallis had sent Ferguson to destroy the power of the frontier patriots. John Sevier and his mountain men set out from Watauga to oppose him. The women of the settlement, left with the old men and boys, refuse to recall their warriors in the face of an impending Indian attack. Sevier defeats Ferguson at King's Mountain, the turning point of the Revolution in the West. On their return several of his men are killed by Cherokees. The joy of the Watauga women is turned to grief. After but two hours at home, Sevier and his mountain men again swing into their saddles, determined to remove forever the menace of the Indians. Adapted from *Pioneers of the Old Southwest*, a Chronicle written by Constance Lindsay Skinner.



## ALEXANDER HAMILTON

(3 REELS)



*George Washington, first President of the United States, takes the oath of office.*

A biographical film revealing Hamilton's work during the crucial period immediately following the War of Independence in stabilizing the currency of the new government and formulating its financial system. He is first seen at Morristown, N.J., as aide to General Washington during the closing years of the war. He is present at Washington's inauguration, and is appointed first Secretary of the Treasury. He at once undertakes to secure adequate revenue thru taxation. Opposition to his excise tax leads to open rebellion in western Pennsylvania. He foresees the necessity for the government to regard this as an opportunity to show its strength. President Washington, despite his reluctance to risk a civil war, accepts Hamilton's viewpoint and calls out the militia. The disorder is promptly and decisively checked. Adapted from *Washington and His Colleagues*, a Chronicle written by Henry Jones Ford.



DIXIE  
(3 REELS)



*Grant presenting to Lee the terms of surrender.*

“Dixie” relates the story of the civilian South thruout the Civil War, revealing the heroic part played by the women of the Confederacy and the position and attitude of the slaves. To this end, it traces the experience of a typical Southern family behind the lines, from the time its men ride off to the war to the final months of the struggle. It ends with a re-creation of Appomattox. General Lee, representing the unbroken spirit of the South, meets with General Grant and terms of surrender are arranged. Adapted from *The Day of the Confederacy*, a Chronicle written by Nathaniel W. Stephenson.



## Ideal for School and Community Use

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When public announcement was first made of THE CHRONICLES OF AMERICA PHOTOPlays, emphasis was laid on the fact that "while the producers have never lost sight of their primary purpose in the preparation of these motion pictures, to provide a new and effective apparatus to aid in the teaching of history, they have always remembered that if THE CHRONICLES OF AMERICA PHOTOPlays could be beautifully staged and adequately cast, as well as correctly conceived, they would appeal to the public no less strongly than to teachers and students, because of the dramatic quality inherent in the story of our country from its discovery to Appomattox."

In addition to the service rendered thru the use of these films in regular classroom instruction in the schools, every showing of THE CHRONICLES OF AMERICA PHOTOPlays, whether in a school building, a theater, a community center, a parish house, or a factory, is, of course, educational in the truest sense of the word, because of the stimulus given by these pictures to patriotism and good citizenship. No one, young or old, can look upon these vivid presentations of the glorious story of the making of our nation without a quickening of the pulse and a stirring of the emotions. Many who have seen them will echo the statement of Professor Brander Matthews, of Columbia University, who wrote: "What specially interested me in THE CHRONICLES OF AMERICA films which I have had the pleasure of seeing was the skill with which the dramatic moments of our history have been used to provide the thrill that only the moving picture can evoke." Many more will feel with President Angell, of Yale University, that all who see such pictures must come away "with a truer and more vivid sense of the metal out of which our nation has been forged, a broader and keener vision of the meaning of America."

Thru the continuous use of THE CHRONICLES OF AMERICA PHOTOPlays for purposes of entertainment in community centers, as well as for instruction in their schools, our cities, towns, and villages can reach most effectively the millions of people whose early education has left them with but a vague conception of our country's early history, of "the making of America"; and the millions of new citizens to whom THE CHRONICLES OF AMERICA PHOTOPlays will bring, as no other instrument well can, a true understanding and a real appreciation of American institutions and ideals, and of the sacrifices made so that these might endure.



## A Few Opinions from Critics

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"The intrinsic beauty of the pictures and the skill with which the scenes are handled are quite on a par with the best films that I have ever seen . . . It is my deliberate judgment that you have made a great step forward in the process of putting moving pictures at the service of the larger and more enduring purposes of education."—JAMES ROWLAND ANGELL, President of Yale University.

"I was much impressed by their historical fidelity, as well as by the beauty, the variety, and the interest of the scenes and incidents portrayed. Those who have coöperated in their production have achieved, in my opinion, a notable success. It would be a fortunate thing, indeed, if every school in this country could have a set of these pictures, so vivid, so truthful, and so instructive are they."—CHARLES DOWNER HAZEN, Professor of American History, Columbia University.

"Much is said of the educational value of the moving picture. Here are pictures that are both educational and inspirational. . . It is a pleasure to commend the whole enterprise, for it is public service at its best."—Editorial in Indianapolis (Ind.) *News*.

"The persons of the story, in each case, are not merely actors who move through the studied situations of an artificial rôle, but real people confronted with the exact problems of their time. It is as though we were eyewitnesses, or even participants, in the events of the past."—*The Educational Screen*.

"Just as I desire to bring into the lives of my children the most beautiful work of famous painters, sculptors, musicians, and writers, so I would want them to see these pictures—all of them."—EDWARD M. WILLIAMS, President, Board of Education, Cleveland, Ohio.

"University extension work of a high quality."—*The World's Work*.

"No one can see these pictures without being a better American."—WILLIAM R. HOPKINS, City Manager, Cleveland, Ohio.

"Seeing these pictures should be a part of every child's education, prescribed by the schools themselves."—Editorial in Grand Rapids (Mich.) *Herald*.

"An intangible realism and sincerity distinguishes THE CHRONICLES OF AMERICA from all other motion pictures and characterizes them as absolutely different and unique."—New York *Tribune*.

"The picture is portrayed by a competent cast, and, in addition to being valuable as the reproduction of history, is also an attractive offering from an entertainment standpoint."—*Moving Picture World* (New York).

“An unusual series of motion pictures which seem to have done the impossible thing of winning the approval not only of entertainment seekers but of educators, public officials, parent-teacher associations, etc.”—San José (Calif.) *News*.

“Mark new era of education.”—Hartford (Conn.) *Times*.

“As fascinating and exciting as the greatest adventure play that ever was produced. In addition to this the story is so well told, the suspense being sustained in each episode quite as it would be in the most cleverly unfolded ‘movie’; the photography is beautiful and the settings—not sets—are magnificent.”—HARRIETTE UNDERHILL, in New York *Tribune*.

“Men, women, and children, newly arrived foreigners and native Americans, everyone to whom the nation now or in the future means anything at all, cannot help but rejoice at this opportunity to visualize the past through the miracle of modern invention.”—Editorial in Detroit (Mich.) *News*.

“Makes an indelible impression. All the details are worked out with great care and the direction and photography are excellent. The cast is composed of very capable actors and they portray their historical rôles flawlessly. . . Should be shown in all the schools and before every historical society in the country.”—*New York (Motion Picture) Exhibitors’ Trade Review*.

“This accurate presentation of our country’s history is most helpful to youths in forming images of events, but it is fundamental in establishing images for many of foreign birth who do not readily visualize in this new language which they are just acquiring. I am sure every one interested in education will desire to have these scenes enjoyed and appreciated by the greatest possible number of children.”—R. G. JONES, Superintendent of Schools, Cleveland, Ohio.

“In my opinion THE CHRONICLES OF AMERICA PHOTOPLOTS represent the most successful attempt yet made to combine visual education with dramatic interest. I have some personal knowledge of the way in which these films are produced, and I can testify to their historical accuracy as well as to their dramatic quality. The episodes have been carefully chosen so as to bring out the most interesting as well as the most important movements in American history. The impersonations are in many cases remarkably true to life. Any audience, either adults or children, will enjoy this whole series of pictures. Indiana University is performing a great service to the whole state in making them available in the series of moving pictures which it distributes.”—CHRISTOPHER B. COLEMAN, Director, Indiana Historical Bureau.



## Dates Appropriate for Special Presentation of The Chronicles of America Photoplays

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### JANUARY 11—*ALEXANDER HAMILTON*

Birthday of Hamilton, January 11, 1757. This picture will appeal to everyone interested in this great national figure.

### JANUARY 14—*ALEXANDER HAMILTON*

Issue of Hamilton's famous financial report, January 14, 1780. One of the greatest moments in American history.

### JANUARY 19—*THE PURITANS*

The clergy of Massachusetts, assembled January 19, 1635, upon the call of the governor and magistrates for a great consultation over what should be done if the king sent over a governor-general. The decision was not to accept such an officer and was followed immediately by preparations for war. This bold action may justly be considered as the first step in that long series of assertions of individuality on the part of the American colonies which culminated in 1776.

### JANUARY 19—*DIXIE*

Birthday of Robert E. Lee, January 19, 1809. General Lee is a figure of striking interest in this photoplay.

### FEBRUARY 22—*THE GATEWAY TO THE WEST, YORKTOWN, ALEXANDER HAMILTON*

Any of these three *CHRONICLES OF AMERICA PHOTOPlays* are appropriate for Washington's birthday, February 22, 1732, since he is an important figure in each. Perhaps *THE GATEWAY TO THE WEST* is more fitting since the picture deals with Washington as a youth. *YORKTOWN* reveals him in the crucial days of the War of Independence and *ALEXANDER HAMILTON* as first President of the United States.

### FEBRUARY 15-24—*VINCENNES*

The march of George Rogers Clark across the Drowned Lands before his surprise attack upon Vincennes, 1779. This is thrillingly depicted in *VINCENNES*. The picture carries a special appeal to Indiana, but is of interest to every American.

### FEBRUARY 24—*VINCENNES*

The town is turned over to the Americans, February 24, 1779. The states of Ohio, Indiana, Illinois, Michigan, and Wisconsin are included in the territory which may be held to have been ceded by the surrender of Hamilton at Vincennes. Therefore, for all the Northwest Territory this date might be considered as its birthday.

## INAUGURATION DAY—*THE CHRONICLES OF AMERICA PHOTOPLAYS*

Any of these patriotic films are appropriate for Inauguration Day, especially *ALEXANDER HAMILTON* since in it is depicted the inauguration of George Washington as first President of the United States.

### MARCH 5—*THE EVE OF THE REVOLUTION*

The "Boston Massacre," March 5, 1770, one of the important provocative events leading up to the War of Independence.

### MARCH 10—*DANIEL BOONE*

The famous explorer starts on an expedition, March 10, 1775, which resulted in one of the most important events in the first chapters of the settlement of Kentucky. As a detail of the acquisition of the West it has added significance for every American.

### APRIL 9—*DIXIE*

Lee surrenders to Grant at Appomattox, April 9, 1865. The significance—local, sectional and national—of this great date needs no comment.

### APRIL 13—*THE DECLARATION OF INDEPENDENCE*

This film is particularly appropriate for the birthday of Thomas Jefferson, April 13, 1743. In it he is seen composing the immortal document.

### APRIL 19—*THE EVE OF THE REVOLUTION*

The battles of Lexington and Concord, April 19, 1775, both reproduced with vivid realism in this picture.

### APRIL 30—*ALEXANDER HAMILTON*

The inauguration of George Washington as first President of the United States, April 30, 1789. This is inspiring depicted in this film.

### MAY 24—*JAMESTOWN*

The founding of Jamestown, May 24, 1607, an event in American history as significant as the landing of the Pilgrims.

### MAY 28—*THE GATEWAY TO THE WEST*

The death of the Frenchman, Jumonville, May 28, 1754. This event has national, even international, significance since it suggests what Macaulay had in mind when he wrote the famous sentence: "The firing of a gun in the backwoods of America brought on a war that drenched Europe with blood."

### MAY 30—*DIXIE*

Memorial Day in northern and western states may be linked with this picture by its scenes of the surrender at Appomattox.



JUNE 7—*THE PURITANS*

Winthrop's fleet landed in Massachusetts Bay, June 7, 1630. A great event for the whole country as well as for New England.

JUNE 16—*DANIEL BOONE*

Boone escapes from the Shawnee Indians, June 16, 1778.

JULY 3—*THE GATEWAY TO THE WEST*

The youthful Washington surrendered Fort Necessity, July 3, 1754, and thus closed the first important episode in his career.

JULY 4—*THE DECLARATION OF INDEPENDENCE*

A date that requires no comment.

AUGUST 3—*COLUMBUS*

The date of the sailing of Columbus from Palos, 1492, re-created with striking sincerity.

AUGUST 26—*PETER STUYVESANT*

The bloodless conquest of New Netherland achieved as Stuyvesant surrenders New Amsterdam to the English, August 26, 1664.

LABOR DAY—*THE CHRONICLES OF AMERICA*

Because of their appeal to patriotism, any of these subjects should be fitting for Labor Day.

SEPTEMBER 7—*DANIEL BOONE*

This may be taken as the date of the siege of Boonesboro, 1778.

SEPTEMBER 11—*ALEXANDER HAMILTON*

Hamilton appointed Secretary of the Treasury, September 11, 1789. In the financial history of America the entrance of Hamilton into public office is most significant.

SEPTEMBER 17—*WOLFE AND MONTCALM*

It was determined whether French or English institutions should prevail in North America, thru the capture of Quebec by General Wolfe, September 17, 1759.

OCTOBER 7—*THE FRONTIER WOMAN*

The battle of King's Mountain, October 7, 1780, coming at the moment of almost deepest despondency, re-inspired the American cause and, in effect, turned the tide of the War of Independence.

OCTOBER 12—*COLUMBUS*

For Columbus Day this subject is the perfect choice.

OCTOBER 19—*YORKTOWN*

The surrender of Cornwallis, October 19, 1781, an event which needs no comment and which is inspiringly re-created.

## ELECTION DAY—*THE CHRONICLES OF AMERICA* *PHOTOPLAYS*

Any of these inspiring subjects are fitting for Election Day.

## THANKSGIVING DAY—*THE PILGRIMS*

The Pilgrims are always associated with Thanksgiving Day.

## DECEMBER 16—*THE EVE OF THE REVOLUTION*

The Boston "Tea Party," December 16, 1773. One of the important provocative events leading to the War of Independence.

## DECEMBER 21—*THE PILGRIMS*

The landing of the Pilgrims at Plymouth, December 21, 1620. The story of the devout band and its experiences in the new world revealed with splendid effectiveness in this photoplay.











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Bulletin of the Extension Division  
Indiana University

INDIANAPOLIS CENTER

THE LIBRARY  
OF THE  
UNIVERSITY OF ILLINOIS



Afternoon and Evening Classes  
in  
Cultural, Professional, and Business Subjects

Beginning February 7, 1927  
SECOND SEMESTER

319 North Pennsylvania Street

Riley 4297

**Class Attendance** must be regular. Credit may not be given to any student who has not attended three-fourths of the class meetings unless arrangements can be made with the instructor for making up the work of the lost meetings.

**Visiting Classes** at the opening of the semester by prospective students is permitted, provided that no person may attend the same class twice without paying the fee.

**Fees** are payable in full at the time of registration. Students registering for more than one course, however, may pay for one course at registration; the balance must be paid by March 15.

**An Extra Fee** of \$1 for late registration is charged students registering after February 19.

**An Examination Fee** of \$1 is charged students who take examinations at other than the regular times.

**Instructors** are regular members of the Faculty of Indiana University or specially qualified business and professional men who have been formally approved as Extension Lecturers by the University.

**Classes are Withdrawn** in case the registration is deemed insufficient to warrant offering them.

**The Maximum Work** that may be taken by a student is fifteen hours per semester, the equivalent of full time University work. Persons employed full time are not encouraged to take more than two courses at a time.

**Freshman and Sophomore** work may be completed in Indianapolis by a student who chooses his work wisely in consultation with the officers of the Center.

**Correspondence Courses**, offered by the University, may be carried to supplement class work in the Indianapolis Center. Interested persons will be given the announcement of Correspondence Courses.

**One-half of the University Course** may be completed in the Extension Division, but Bachelor's degrees are given only to those whose last year's work is done in residence at Bloomington.

**Certificates in Commerce** are given to students who complete a three-year course outlined by the Extension Division. See page 23.

**The Master's Degree** in certain subjects may be earned entirely by work in the Indianapolis Center. See page 20.

**Teacher Training** may be obtained in the Indianapolis Center. See page 19.

**Courses are Described** in detail on the following pages.



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## Description of Courses

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The following descriptions cover courses which carry credit toward a degree. The credit courses are practically identical with those offered in residence at the University. A student who receives credit for an extension course is not permitted to take the same or similar course in residence and receive credit for both.

The letter E, which appears with each course number, indicates merely that the course is offered by the Extension Division at Indianapolis. The letters a and b indicate which semester of the year's work is being announced if the course is one which is given thruout the University year. S.H.S. denotes that the class meets at Shortridge High School.

### COMMERCE AND FINANCE

**E1a. Introduction to Accounting.** Wednesday, 6:15-9:15 p.m. Room A. Three hours' credit. Fee \$15. Mr. E. O. MALOTT.

This beginner's course is open to students who have never kept books or studied bookkeeping. The work consists of lectures, discussions, drills, and the keeping of practice sets of books. The student learns to keep a wide variety of books of original entry, to post to ledgers, to take off trial balances, simple balance sheets, and operating statements; to open and close simple sets of books, and to adjust partner's capital accounts. (Cost of books for semester \$4.)

**E1b. Introduction to Accounting.** Part II. Section 1, Monday, 6:15-9:15 p.m. Room A. Section 2, Friday, 6:30-9:30 p.m. Room A. Three hours' credit. Fee \$15. Mr. STREIGHTOFF, Mr. BRIDENSTINE.

This is a continuation of Course E1a, open also to students who have had one year of high school bookkeeping. A practice set of books is used to develop the art of accounting for an incorporated manufacturing enterprise, using a voucher system and a factory ledger, and owning stock in a subsidiary. An introductory study is made of incorporation, capital stock, bonds, reserves, surplus, dividends, sinking funds, sinking fund reserves, and interpretation of financial statements. (Cost of books \$4.)

**E2b. Advanced Accounting.** Part II. Thursday, 6:15-7:50 p.m. Room A. Two hours' credit. Fee \$10. Mr. STREIGHTOFF.

A continuation of the first semester course, covering such subjects as: statement of application of funds; accounting for variation in net profit; estate accounting; depreciation; funds and reserves; consolidated statements; and fire insurance settlements. Open to those who have carried Part I and to others who satisfy the instructor of their qualifications to pursue the course with profit. (Cost of text \$4.)

- E6. Income Tax Procedure.** Tuesday, 6:15-9:15 p.m. Room A. Three hours' credit. Fee \$15. Mr. EMSHOFF.

An intensive study of the text of the income tax law and the treasury regulations. Blanks and returns are filled out. Some study is made of the methods of accounting best fitted to minimize the tax liability of the taxpayer. Open to students with a good knowledge of accounting principles. (Cost of text approximately \$4.)

- E11. Business Finance.** Thursday, 8-9:35 p.m. Room A. Two hours' credit. Fee \$10. Mr. STREIGHTOFF.

Among the topics studied are the mechanism of the corporation; the Indiana Domestic Corporations Act; promotion; corporate stock; secured borrowing; sinking funds; the sale of securities; the Indiana Securities Commission; working capital; combinations; the management of income. (Cost of text about \$4.) Prerequisite for University credit, Economics 1 and Elementary Accounting.

- E17a. Life Insurance.** Tuesday, 6-7:45 p.m. Room C. Two hours' credit. Fee \$10. Students desiring no credit may attend 12 meetings. Fee \$5. Mr. CHEW.

This is planned as a drill survey course for persons working at life insurance. The course takes up such subjects as the organization of life insurance companies, types of companies, nature of insurance, selection of risks, types of policies, relative advantages of various types of policies, premiums, reserves, surplus, legal requirements, etc. (Cost of text \$1.60.) Prerequisite for University credit, Principles of Economics.

- E16. Credits and Collections.** Wednesday, 8-9:35 p.m. Room H. Two hours' credit. Fee \$10. Mr. CROBAUGH.

This course will deal with the work and problems of the modern credit department such as the forms of credit, credit instruments, credit agencies, statement analysis, the psychology of collections, collections correspondence, retail credit methods, legal remedies of creditors, bankruptcy and insolvency.

- E22. Merchandising.** Wednesday, 6:15-7:50 p.m. Room H. Two hours' credit. Fee \$10. Mr. CROBAUGH.

A course covering the general problems and methods of merchandising, including marketing organization for distribution of raw materials and manufactured products; functions of the manufacturer, wholesaler, jobber, commission merchant, retailer, and salesman; mail order house, department stores, and chain stores; budgeting, stock control, the determination of profitable lines; buying to sell at a profit.

- E60b. Business Law.** Part II. Section 1, Thursday, 6:15-7:50 p.m., Room C. Section 2, Thursday, 8-9:35 p.m., Room C. Two hours' credit. Fee \$10. Mr. GIVAN.



The business man is brought into daily contact with problems involving law. Many unnecessary losses could be avoided by one acquainted with the simplest principles of the law. The fundamental legal doctrines involved in business are capable of such clear and simple statement that there is no excuse for ignorance. This course is therefore of immediate benefit to the student. Among other subjects the topics covered are contracts, sales, agency, bailments, negotiable instruments, partnerships, corporations, and common carriers. The course is planned for two semesters, but may be entered at the beginning of either semester. (Cost of textbook for the year approximately \$2.50.)

### CHEMISTRY

**E1a<sup>2</sup>. General Inorganic Chemistry. Part II. Wednesday, 6-8 p.m.**  
Room 29, S.H.S. Two and one-half hours' credit. Fee \$12.50.  
Mr. BRISCOE.

This is the second half of the regular Freshman beginning course in chemistry and consists of lectures, recitations, and demonstrations. The entire year's work covers the ground ordinarily traversed in one semester at the University. A textbook is supplemented by discussion and lectures. The work of the first semester dealt essentially with the laws and theoretical principles of the subject. The second semester will be devoted to a study of the common elements and compounds. The course is designed as a basis for more advanced work, as a review for students who have had some chemistry, and as an introduction to the fundamental principles for those interested in the subject. Special stress is placed upon the applications of the science to industry and to daily life.

### ECONOMICS AND SOCIOLOGY

**E1b. Principles of Economics. Part II. Thursday, 6:15-7:50 p.m.**  
Room H. Two hours' credit. Fee \$10. Mr. E. O. MALOTT.

This is the second half of a course planned to run thruout the year. No University credit is allowed for either half of the course until both halves have been completed, *but either half may be taken first*. The course presents the principles underlying business relations and applies these principles to such specific problems as production, consumption of wealth, money, prices, business organization, banking, international trade, transportation, insurance, and labor problems. A thoro knowledge of these principles is essential to the comprehension of modern political, social, and industrial problems, movements, and measures. The course is therefore prerequisite to University credit in advanced courses in economics and commerce. (Cost of text for the semester \$3.)

**E6b. Banking. Tuesday, 8-9:35 p.m. Room C. Two hours' credit. Fee \$10.**  
Mr. CHEW.

This course covers history of banking in the United States with particular attention to the development of the national and state banking laws, services of banks, Federal Reserve System, departmental organi-

zation of the bank, specialized banking, such as savings banks, trust companies, discount companies, investment banking, foreign banking, farm loan banking. Prerequisite for University credit, Economics 1. (Cost of text about \$4.)

**E2b. Economic History of the United States.** Thursday, 4-5:30 p.m.  
Room B. Two hours' credit. Fee \$10. Mr. E. O. MALOTT.

This course covers the period from the Civil War to the present time. Economic causes are studied to bring out the sequence of events which has resulted in the economic situation of today and has affected the social and political society of the United States. A general knowledge of American history is assumed. The subject-matter includes the agricultural movement, the Grange and the resulting legislation affecting commerce, industry, and transportation; the national banking system and the substitution of the Federal Reserve system; the development of transportation and communication; the movement toward "big business" and business consolidation; the rise of effective labor organizations; the rôle of tariffs and the influence of world trade; the World War; and economic tendencies which throw light on the trend of the future. Not open to those who have passed in Economics A, Industrial Society. (Cost of text about \$3.50.)

**E20b. Descriptive Sociology.** Wednesday, 6:15-7:50 p.m. Room E. Two hours' credit. Fee \$10. Mr. BITTNER.

This is the second half of the course which sketches the evolution of man and society from the savagery of the "ice age" to civilization of today. The facts of "pre-history" are as real as those of modern times and are studied with fascinating results in increased understanding of the origin and antiquity of social institutions. Who are the races of men and what is their culture? Is the man of science innately superior to the ancient Cro-Magnon artist who painted pictures on the walls of caves? Is our "progress" due to climate and the genius of our people or is it chiefly the result of borrowing from innumerable cultures accumulated by yellow, black, and white peoples and intermingled racial groups? What are the folkways, the mores, customs, and traditions? What is fundamental in the home, the school, the state? Open to new students.

## EDUCATION

**E2. Principles of Instruction and Management.** Monday, 6:15-7:50 p.m. Room C. Two hours' credit. Fee \$10.  
Mr. CAVANAUGH.

The purpose of this course is to acquaint the student with the best scientific data in the solution of the various problems which confront the classroom teacher. Special attention will be given to the following problems: methods of classification, class organization, methods of promotion, technique of class instruction, disciplinary problems, practical use of standard tests, etc. Required of all candidates for first grade elementary school teacher's license.



**E3a. Secondary Education.** Thursday, 5:45-8 p.m. Room E. Three hours' credit. Fee \$15. Mr. R. E. CARTER.

This course deals with important facts about secondary education that all high school teachers should know. Some of the main topics are: development of secondary education in the United States and Europe; the relation of secondary schools to elementary schools and colleges; qualifications and duties of teachers; character of the high school student body; extra-curricular activities; the reorganization movement in administration, including the junior high school; and the reorganization of the curriculum.

**E4Ar. Methods in Arithmetic.** Tuesday, 4-5:30 p.m. Room E. Two hours' credit. Fee \$10. Mr. R. E. CARTER.

This course will cover the usual ground of such a course, emphasizing, in addition, the following topics: measurement of different abilities and diagnosis of pupils' difficulties; gradation of the difficulties in learning many of the typical arithmetical processes; and conditions affecting learning,—especially the amount and kind of drill and the suitability of problems and exercises for certain purposes. The course is required for the elementary license. Special pains will be taken to make the course helpful to experienced teachers in making the best use of the new state texts in arithmetic that are so different from the old ones.

**E9. Mental Measurements.** Thursday, 6:30-8:30 p.m. Room B. Two hours' credit. Fee \$10. Mr. YOUNG.

A course devoting part of the time to critical analysis of intelligence tests and the remainder of the time to practical application to both group and individual intelligence tests. Open to advanced students in education or psychology who have had Psychology 1 or Education 35. May be counted as a graduate course.

**E15b. School Surveys.** Saturday, 9-11:15 a.m. Room C. Three hours' credit. Fee \$15. Mr. SMITH.

A graduate course based upon intensive study of selected essential problems of school administration, with special attention given to the contributions which educational surveys may make toward their solution. Counts as a strictly graduate course.

**E17b. Advanced Educational Psychology.** Wednesday, 5:45-8 p.m. Room F. Three hours' credit. Fee \$15. Mr. R. E. CARTER.

The readings, exercises, and problems of the course will aid the teacher in such practical teaching activities as (a) analyzing typical study processes, (b) diagnosing causes of failure in different kinds of school work, (c) planning remedial treatment for specific weaknesses, and (d) arranging conditions most favorable to economical learning. Required for the high school licenses. May count as a graduate course by special arrangement.

- E23. Educational Measurements.** Tuesday, 8-9:35 p.m. Room G. Two hours' credit. Fee \$10. Mr. WRIGHT.

This course is primarily for those people interested in testing from the administrative and supervisory point of view. The objectives of the course are as follows: to determine the problems in the school system the solution of which can be aided thru the use of standardized tests, to gain skill in giving and scoring such tests, to gain skill in guiding the classroom teacher in the use of tests for direct purposes, to gain skill in the use of tests for purposes of more efficient organization, to learn methods of critically analyzing tests, to learn the value of tests for programs and guidance, to acquire skill in reading graphically reported results, to understand the place of testing in relation to experimental work, to gain skill in making new type examinations and methods of standardizing tests. Members of the class will be expected to give some time to work on a problem of their own choice in this field of work. This is a graduate course.

- E25. Statistical Methods Applied to Education.** Friday, 6:15-7:50 p.m. Room C. Two hours' credit. Fee \$10. Mr. SMITH.

A graduate course taking up the purposes of statistics in education; types of problems; graphic methods; calculation, uses and limitations of measures of central tendency, dispersion, and relationship; laws of probability and reliability; introduction to the study of curves; interpretation of results; special problems. Counts as a strictly graduate course.

- E35. Elementary Educational Psychology.** Friday, 5:45-8 p.m. Room E. Three hours' credit. Fee \$15. Mr. BOOK.

This course deals with the nature and development of the mind in the period of childhood, with special reference to the problems of the teacher. It is an elementary course, no previous work in psychology being required. The course is *required* for the second grade rural and elementary licenses.

- E45. Supervision of Instruction in the Elementary Schools.** Tuesday, 5:45-8 p.m. Room G. Three hours' credit. Fee \$15. Mr. WRIGHT.

Practical problems to assist the superintendent, the principal, and the supervisor in the improvement of instruction in the elementary school. Special emphasis will be given to the following problems: data to prove that supervision is necessary, various methods of school organization for school supervision, and evaluation of the various methods now found in prominent school systems, scientific methods of supervision in basic elementary subjects as spelling, silent reading, and arithmetic; also the evaluation of the socialized recitation, the problem method, types of examination, etc. A strictly graduate course.

- E60. Supervision of High School Instruction.** Monday, 7-8:30 p.m. Room B. Two hours' credit. Fee \$10. Mr. R. E. CARTER.



By readings, exercises, and problems, emphasis will be placed not only on the technique of observing recitations and conducting conferences but also on the many less direct means of bringing about the improvement of teachers in service. "Case studies" will help make the course practical and definite. Teachers who are not looking forward to becoming principals or heads of departments can get the point of view of supervisors and can learn many ways to help themselves by considering ways of helping others. Members of the class will be allowed to put considerable time on the problems of supervision in some particular high school subject. This is a graduate course open to Seniors by special permission. It is required for a first grade high school principal's license. A strictly graduate course.

## ENGLISH

### *Writing*

**E1a. English Composition.** Section 1, Tuesday, 8-9:35 p.m. Room F.  
Mr. PITMAN. Section 2, Wednesday, 6:15-7:50 p.m. Room C.  
Mr. LEIBLE. Two hours' credit. Fee \$10.

This course is fundamental and is required of all Freshmen at Indiana University. It gives the student the basic training which enables him to speak and write correctly. While it presupposes a knowledge of grammar, it serves to correct the individual's defects in sentence structure. It emphasizes punctuation, paragraphing, idioms, and the correct use of words. Each member of the class is required to hand in a weekly theme and there is class discussion of the more common mistakes. The course is highly practical since it gives the student the assurance that comes from a knowledge of the best English forms. It also enables him to speak and write logically and effectively.

**E1b. English Composition.** Section 1, Tuesday, 6:15-7:50 p.m. Room F. Mr. PITMAN. Section 2, Friday, 8-9:35 p.m. Room H. Mr. MILLS. Two hours' credit. Fee \$10.

This course is a continuation of the first semester's work and is open only to students who have had Course 1a or its equivalent. It completes the first year's work in English composition and should be taken by persons who plan to attend the University.

**E20a. Business English.** Tuesday, 6:15-7:50 p.m. Room E. Two hours' credit. Fee \$10. Mr. STEPHENSON.

This course is recommended to business people who have completed Course E1a or its equivalent. Its main object is to acquaint the student with the various types of business letters and reports and to teach him how to prepare them effectively. Types of letters studied will include complaint and answer, reminder, acknowledgment, recommendation, application, collection, form, follow-up, sales, inter-departmental, and composite. Students will be required to write letters and to take part in

the weekly discussion of the problems arising in business correspondence. Prerequisite, English Composition, or its equivalent. This course may be taken simultaneously with other writing courses.

**E59b. Advanced English Composition.** Tuesday, 8-9:30 p.m. Room E.  
Two hours' credit. Fee \$10. Mr. STEPHENSON.

This course is intended for students who are seriously interested in writing and who have had the equivalent of one year's work in English Composition. Students are permitted to write upon subjects in which they are interested and will receive criticism in class and in conferences with the instructor. Open to students who have not already earned more than four hours of credit in advanced composition. A total of six hours of credit is all that is permitted in advanced composition courses. May be counted as part of the thirty hours required for the Master's degree.

### *Literature*

**E2b. Freshman English Literature.** Friday, 5:45-8 p.m. Room H.  
Three hours' credit. Fee \$15. Mr. MILLS.

This is the second semester of the regular Freshman course in English Literature. It embraces the study of types of literature. During the first semester a study was made of the essay and the drama. In the second semester attention is directed to poetry and prose fiction. This course is prerequisite to all advanced work in English Literature and is required of all English majors. Open to new students.

**E21b. Sophomore English Literature.** Friday, 6:15-7:50 p.m. Room B.  
Two hours' credit. Fee \$10. Mr. H. H. CARTER.

This is the second semester of a study of representative great English authors. During the first semester selections from the works of Chaucer, Spenser, and Milton were read. During the second semester selections from the works of Swift, Wordsworth, Ruskin, and Arnold are read. An attempt is made not only to acquaint the student with the selections read, but also to give him some adequate idea of the totality of the work of each author. This course is prerequisite to all advanced work in literature and is required of all English majors. The course is given thruout the year. Open to new students by special permission of the instructor.

**E52a. American Literature.** Wednesday, 6:15-7:50 p.m. Room B. Two  
hours' credit. Fee \$10. Mr. DOUGLAS.

This course is primarily a study of the great writers of America. Historical and philosophical background with biographical material will be presented in class lectures to introduce the American men of letters as understandable human beings, and excerpts from their writings will be read and discussed in class to insure appreciation of their enduring prose and poetry. Students' reading will be devoted to the best literature



that has been produced in America. This semester's work includes the study of American literature from the early Colonial writers to Walt Whitman, including: Franklin, Irving, Bryant, Poe, Hawthorne, Emerson, Thoreau, Lowell, Holmes, Whittier, Lincoln, and Whitman.

**E54b. Shakespeare.** Tuesday, 4-5:30 p.m. Room A. Two hours' credit.  
Fee \$10. Mr. STEPHENSON.

The following plays will be read in the second semester: *Hamlet*, *Othello*, *King Lear*, *Macbeth*, *Anthony and Cleopatra*, *Coriolanus*, *The Tempest*, and possibly some additional plays as collateral reading. Open to new students. May be counted as graduate work.

**E85a. Literary Criticism.** Friday, 4-5:30 p.m. Room B. Two hours' credit. Fee \$10. Mr. H. H. CARTER.

A study of selected works of literary criticism with a view of arriving at a critical basis for the appreciation of literature. This is a strictly graduate course.

**E88b. The Romantic Movement.** Tuesday, 4-5:30 p.m. Room G. Two hours' credit. Fee \$10. Mr. PITMAN.

This is the second semester of a study of Romanticism in English literature from 1700 to 1830, with an examination into its nature, causes, and effects. A large amount of reading will be done, and much of it will be closely studied in class. The first semester included the eighteenth-century writers, culminating in Wordsworth and Coleridge. The second semester will be occupied principally with Scott, Byron, Shelley, and Keats. A strictly graduate course open to undergraduates by permission.

**E38. Evolution of Thought in the Nineteenth Century.** Wednesday, 8-9:35 p.m. Room B. Two hours' credit. Fee \$10.  
Mr. DOUGLAS.

This course is concerned with men such as Mill, Carlyle, Kingsley, Dickens, Ruskin, Pater, and Arnold, whose thought is largely responsible for social and political conditions today, and for much of our twentieth-century appreciation of art and literature. The work of the term will consist of lectures on the lives, theories, and influence of these men, and discussion of their chief prose works.

**E41. Literary Appreciation of the Short Story.** Wednesday, 8-9:35 p.m. Room C. Two hours' credit. Fee \$10. Mr. LEIBLE.

The purpose of this course is to teach the student to read short stories appreciatively. The construction of various types of the short story will be studied, and representative works of the best short story writers will be read. The course will be especially helpful to students planning to teach in the public schools.

*Oral English*

Note: Students are warned against taking more work in oral English than can be counted toward graduation. If the minimum of thirty-four hours is presented for an English major, only four hours are allowed in oral English. For further regulations consult the Secretary of the Indianapolis Center.

**E60a. Public Speaking.** Section 1, Thursday, 6:15-7:50 p.m. Room F. Mr. NORVELLE. Section 2, Friday, 8:10-9:45 p.m. Room 11, S.H.S. Mr. FRAZIER. Two hours' credit. Fee \$10.

This course is designed for anyone desiring training in the principles of practical public speaking. The work consists of the preparation and delivery of various types of speeches, such as business talks, campaign addresses, after-dinner speeches, and discussions before different kinds of popular assemblages. It helps the student to overcome self-consciousness and embarrassment, and develops his ability to express himself effectively before both large and small audiences. Emphasis is placed upon the correction of faulty speech habits.

**E60b. Public Speaking.** Friday, 6:30-8:05 p.m. Room 11, S.H.S. Two hours' credit. Fee \$10. Mr. FRAZIER.

This course is a continuation of the first semester's work. It is open only to students who have had Course E60a or its equivalent.

**E65. Argumentation and Debate.** Thursday, 8-9:35 p.m. Room F. Two hours' credit. Fee \$10. Mr. NORVELLE.

An elementary course in controversial discussion of pertinent questions. Emphasis will be placed upon the elements of argumentation such as: analyzing propositions; gathering material; determining issues; brief drawing; outlining; assuming burden of proof; assuming burden of rebuttal; kinds and tests of evidence; kinds of argument; fallacies; rules of rebuttal and general parliamentary procedure. Consideration will be given to the psychological factors which persuade hearers and influence human conduct. A part of each recitation will be devoted to platform work and the foregoing principles will be applied. Controversial contests will be arranged between members of the class and colleges and professional organizations of the city. The course will be especially valuable to those interested in improving their persuasive ability.

**E67. Dramatic Art.** Friday, 4-5:30 p.m. Room C. Two hours' credit. Fee \$10. Mr. FRAZIER.

In this course the student learns the requirements of the art of acting. Thruout the course emphasis is placed upon the importance of the speaking voice and upon the acquisition of the musical quality. The purpose of the course is to develop normal and spontaneous self-expression; to overcome diffidence, awkwardness, and pent-up muscular repression; to bring out and strengthen the individual social and personal qualities, poise, bearing, manner, and appearance.



## FRENCH

**E1a<sup>2</sup>. Elementary French.** Friday, 6-8 p.m. Room 10, S.H.S. Two and one-half hours' credit. Fee \$12.50. Mr. MACCLINTOCK.

The second half of a course for beginners which runs thruout the year and includes the study of grammar, composition, and reading. The year's work at Indianapolis corresponds to the first semester's work at Bloomington. Open to new students by permission of the instructor.

**E1b<sup>2</sup>. Second Semester French.** Friday, 6-8 p.m. Room 7, S.H.S. Two and one-half hours' credit. Fee \$12.50. Mr. LÉVÊQUE.

A continuation of the first semester's work in the French course usually taught the second semester at Bloomington. Open to new students by permission of the instructor.

**E4a. French Composition and Conversation.** Friday, 4-5:30 p.m. Room 18, S.H.S. Two hours' credit. Fee \$10. Mr. MACCLINTOCK.

This is the first half of the second year's work in French at the University. It is open to students who have had Courses E1a and E1b, or their equivalent. It is intended also for students who have taken the course in Modern French Prose the first semester in Indianapolis.

**E4b. French Composition and Conversation.** Friday, 4-5:30 p.m. Room 4, S.H.S. Two hours' credit. Fee \$10. Mr. LÉVÊQUE.

This is the second half of Course 4 as described under Course E4a. Open to new students who satisfy the instructor of their ability to pursue the course with profit.

**E46b. Modern French Drama.** Saturday, 10-12:15 a.m. Room E. Three hours' credit. Fee \$15. Mr. LÉVÊQUE.

Thru lectures, readings, and discussion, this course considers representative plays of the second part of the nineteenth century. Among the topics covered are: La Comédie de mœurs: Augier and Dumas fils, Victorien Sardou, master of stagecraft; naturalism and the Free Theatre: Becque, Antoine and his theatre; moralists and reformers: Brieux, Hervieu, and Curot; symbolic and neo-romantic theatre: Maeterlinck and Rostand.

## GEOLOGY

**E9a. University Geography.** Monday and Thursday, 6-8 p.m. Room G. Five hours' credit. Fee \$25. Mr. B. J. MALOTT.

The object of this course is to show the relation of the activities of man to his physical environment. The course includes a discussion of the effects of such factors as location, land forms, bodies of water, soils and minerals, climate. Required for the elementary school license.

## GERMAN

- E1b. Elementary German.** Tuesday and Thursday, 6-8 p.m. Room 4, S.H.S. Five hours' credit. Fee \$25. Mrs. FISCHER.

This course covers the second semester's work in residence. It is intended for those who have had Course 1a or one year of German in high school.

- E2b. Second Year German: Composition and Conversation.** Tuesday, 4-5:30 p.m. Room 5, S.H.S. Two hours' credit. Fee \$10. Mr. SCHERER.

This is the second half of the second year course in German. It is open to students who have had Course E2a and to others by permission of the instructor.

## HISTORY

- E1b. History of Modern Europe (1500-1789).** Tuesday, 6:15-7:50 p.m. Room B. Two hours' credit. Fee \$10. Mr. MORGAN.

An elementary course required of history majors at Indiana University, which covers the period from the Reformation and the Commercial Revolution to the eve of the French Revolution. After a preliminary study of the sixteenth century, with emphasis upon the Commercial Revolution and the Protestant Revolt, France will be made the center of the study and the development of absolutism under Louis XIV compared with the use of parliamentary government in England at the close of the seventeenth century. Textbook, lectures, and discussion.

- E4a. History of England to 1485.** Tuesday, 4-5:30 p.m. Room B. Two hours' credit. Fee \$10. Mr. MORGAN.

An introductory course in English history, which is required of English majors at Indiana University. It attempts to study the foundations of English history, the Norman conquest, the origins of the jury, the beginnings of Parliament, the struggle between the King and Parliament, and the Renaissance. The constitutional and economic factors are emphasized throughout. May be counted as a graduate course by special arrangement.

- E5b. General American History.** Friday, 4-6:15 p.m. Room F. Three hours' credit. Fee \$15. Mr. KOHLMEIER.

This course is a continuation of Course E5a. It consists of a study of the social and economic developments of the last decade before the Civil War, of the final struggles over slavery, of the Civil War, and of Reconstruction. In addition a somewhat more rapid survey is made of the economic, social, and political developments, and problems of the great transition period from 1876 to the present. This course is also known as History 5t and is required for the first grade elementary license.



**E7b. Effects of the Industrial Revolution in England.** Tuesday, 8-9:35 p.m. Room B. Two hours' credit. Fee \$10. Mr. MORGAN.

This course is a continuation of Course E7a, which dealt with the eighteenth-century background of the Industrial Revolution. The social, economic, and political influence of the Industrial Revolution in England will be studied with particular reference to its bearing upon our present industrial civilization, in the light of the many valuable books which have appeared upon the subject in the past five years. May be taken for graduate credit. Lectures, required readings, and discussion.

**E8b. American Colonial History, 1689-1783.** Friday, 6:30-8 p.m. Room F. Two hours' credit. Fee \$10. Mr. KOHLMEIER.

This is a continuation of Course 8a. The second semester's work includes a study of the significance of the glorious revolution for American colonial history, the British Imperial system, the struggle between the colonial governors and assemblies, the intercolonial wars, the development of American institutions, the new colonial policy and American resistance, culminating in independence. Open to new students. May count as graduate work.

**E18b. American Parties and Party Leaders, 1834-1927.** Monday, 6:15-7:50 p.m. Room F. Two hours' credit. Fee \$10. Mr. LYNCH.

This is a continuation of Course E18a. It covers the period from the rise of the Whig party to the present. Not only campaigns, elections, and the work of party leaders are stressed, but also the economic and social forces that influence or determine the course of parties and party leaders are studied. The course is open to graduate students and to undergraduates who are prepared to take it. It will count as a partial fulfillment of the requirements for a high school license in history.

**E42. Seminar in American History.** Friday, 8-9:35 p.m. Room F. Credit and fee to be arranged. Mr. KOHLMEIER.

Investigation of topics and questions in American history and the preparation of theses and monographs. Each student works under the personal direction of the instructor, thru conferences arranged from time to time. The conferences will be held between 8 and 9:35 in the evening. Candidates for the A.B. in history are required to do seminar work in the Senior year and candidates for the A.M. are required to produce a Master's thesis.

## HYGIENE

**E1a. Elementary Hygiene.** Tuesday, 4-5:30 p.m. Room H. Two hours' credit. Fee \$10. Dr. RICE.

This course will consist of lectures and recitations on the maintenance of the health of the individual and the community. The common diseases are discussed in detail, particular attention being given to tuberculosis, typhoid, the diseases of children, venereal diseases, cancer,

constipation, and degenerative diseases. It is of special interest to teachers and parents.

**Contemporary Medical Thought (Social Service 6b).** Tuesday, 4-5:30 p.m. Room C. Two hours' credit. Fee \$10. Dr. EMERSON.

This is a continuation of the first semester course which dealt with the diseases and groups of diseases that constitute such definite social problems as to challenge the assumption of responsibility for their control by the laity. In the second semester the public aspect of the diseases will be emphasized, and the means of their social control considered.

### JOURNALISM

**E3A. Elementary Advertising.** Friday, 6:15-7:50 p.m. Room G. Two hours' credit. Fee \$10. Mr. PIERCY.

A course for students who have little or no knowledge of advertising. It deals with the general principles that underlie all forms of advertising: layout, type, border, headlines, illustrations, ways to get attention and arouse interest, newspaper and magazine copy. The course relates theory to practice by giving students assignments in the actual writing of advertisements.

**E11. Special Feature Stories.** Friday, 8-9:35 p.m. Room G. Two hours' credit. Fee \$10. Mr. PIERCY.

This course will cover special writing for the newspapers and magazines. Open to students who have taken the first course in journalism and to others who have had experience in writing, or who have taken a University course in English composition.

### MATHEMATICS

**E3. Trigonometry.** Monday, 6-8 p.m. Room 7, S.H.S. Two and one-half hours' credit. Fee \$12.50. Mr. EDWARDS.

This is the regular Freshman course in trigonometry and is intended for students desiring to complete the first semester of Freshman work in mathematics. Open to students who have had high school algebra and geometry.

**E7a<sup>2</sup>. Differential Calculus. Part II.** Monday, 8-10 p.m. Room 7, S.H.S. Two and one-half hours' credit. Fee \$12.50.

Mr. EDWARDS.

Continuation of the first semester's work in Differential Calculus. Open to new students by permission of the instructor.

**E7b<sup>2</sup>. Integral Calculus.** Monday, 8-10 p.m. Room 7, S.H.S. Two and one-half hours' credit. Fee \$12.50. Mr. EDWARDS.

Open to students who have had the first semester's work or who obtain the instructor's permission.



## MUSIC

- E7. Richard Wagner and His Works.** Friday, 6:15-7:50 p.m. Room 9, S.H.S. Two hours' credit. Fee \$10. Mr. GEIGER.

Richard Wagner, the originator of the music drama, was unquestionably one of the most powerful of all musicians and also one of the greatest of all dramatists. His character stands out in musical history as does that of no other composer. His powerful personality, his almost unbelievable capacity for work, and his strong and original ideas produced works that have influenced most of the musicians who have followed him. So different was his music from that of those who went before him that it was called "the music of the future," which was a very truthful prophecy, because much of the music since his time has been influenced by his remarkable work. A victrola and piano will be used for illustrative purposes.

- E17a. Appreciation of Music.** Friday, 4-5:30 p.m. Room 9, S.H.S. Two hours' credit. Fee \$10. Mr. GEIGER.

This course consists of a study of folk songs, art songs, programs, and pure music, elements of music, and the history of American music. It will also include a brief study of the instruments of the orchestra, opera, oratorio, symphony, symphonic poem, ancient and modern suite, early dance forms, and all instrumental forms including sonata. The class will discuss composers, artists, and current musical events. Open to new students.

## PHYSIOLOGY

- E1b. Physiology.** Friday, 4-5:30 p.m. Room H. Two hours' credit. Fee, \$10. Dr. RICE.

This course is given for the purpose of presenting the fundamental facts of human anatomy and physiology. The facts are important for the understanding of hygiene, health, and disease, and the course should be of special interest to teachers and parents. The subject is one of absorbing interest when treated from the practical side. Open to new students by permission of the instructor.

## PSYCHOLOGY

- E1. Elementary Psychology.** Tuesday, 6:15-7:50 p.m. Room H. Two or three hours' credit. Fee \$10 or \$15. Mr. SNODDY.

This course constitutes a survey of the fundamentals of human nature. Beginning with a description of the elemental brain structure, it treats of original instinctive endowments and then proceeds to unfold in detail the steps of mental growth. Special attention is given to the practical problems of everyday life, such as economy in memorizing, concentration of attention, effective reasoning, and regulation of the emotions. The course is recommended as preliminary to all other courses in psychology and philosophy. One semester only. For students desiring

three hours of credit a number of additional meetings at 5 o'clock will be arranged.

**E46. Abnormal Psychology.** Tuesday, 8-9:30 p.m. Room H. Two hours' credit. Fee \$10. Mr. SNODDY.

A general introduction to all abnormal phases of mental life. The course will deal with the abnormal mentality of both adults and children and will especially stress mental enfeeblement in children.

**E56. Clinical Psychology.** Saturday, 9-11 a.m. Riley Hospital. Two hours' credit. Fee \$10. Mr. YOUNG.

This course is a series of clinics for children. The children are tested, their cases are diagnosed, and those interested in handling the cases are given advice. The instructor supplements the demonstrations with lectures. Prerequisite for University credit, elementary psychology. Two semesters of the work may be taken for credit. A graduate course.

**E58. Psychology of Childhood.** Friday, 8-9:35 p.m. Room E. Two hours' credit. Fee \$10. Mr. BOOK.

In this course an attempt is made to outline, describe, and explain from the psychological point of view the various successive stages of development thru which a child passes from birth to adolescence. With this as a basis there will be suggested principles which are of importance to teachers, parents, social workers, and others interested in human behavior.

### SPANISH

**E15a<sup>2</sup>. Elementary Spanish.** Wednesday, 6-8 p.m. Room 4, S.H.S. Two and one-half hours' credit. Fee \$12.50. Miss HARLAN.

This is the second half of the first semester's work. In addition to the study of the fundamentals of grammar, composition, and reading, emphasis will be placed on pronunciation and simple conversation. The purpose of the course is to provide a foundation either for a later practical use of the language as a commercial asset, or for the study and enjoyment of Spanish literature.



# Teacher Training

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The Indianapolis Center offers many opportunities for teachers to take courses leading to professional advancement and at the same time counting toward graduation at the University.

**Advanced Courses** for teachers in service and for administrators are offered each semester. Many individuals are carrying such courses in order to renew licenses, to secure higher licenses, and to earn graduate degrees in the School of Education. Those interested in such work should consult the officers in charge of the Center.

**Courses for Prospective Teachers.** Graduates from high schools can take the thirty hours of work required for the rural school teacher's course and receive a second grade license which will enable them to teach the following fall. Students completing the first year of the rural school teacher's course will receive a second grade license *valid in any elementary school* of the state. Students thus completing the first year of the rural school course may enter upon the second year of either the primary or intermediate-grammar grade course without loss of credit, and upon completion of the second year of such course shall receive a corresponding first grade license.

All of the courses listed below count toward a university degree, as well as toward the different licenses. The student can do all of the work required for the second grade rural, intermediate-grammar, and primary licenses in the Indianapolis Center. The curriculum is as follows:

| <i>First Semester</i>              | <i>Second Semester</i>            |
|------------------------------------|-----------------------------------|
| Composition 1a .....2 hours        | Composition 1b.....2 hours        |
| Introduction to Teaching...3 hours | Educational Psychology ...3 hours |
| English Literature .....3 hours    | U.S. History.....3 hours          |
| Mathematics 4t .....3 hours        | Methods in Arithmetic....2 hours  |
| Music in the Schools.....2 hours   | Geography .....5 hours            |
| Reading and Phonics .....2 hours   |                                   |

The courses are so arranged that they can be taken in the late afternoon and evening. The complete program, however, can be carried only by students giving practically their entire time to study. Other students may find it advantageous to earn fewer credits in the Indianapolis Center and more in full-time residence study at Bloomington. Such students *can elect* any of the above subjects.

Mid-year graduates from accredited high schools may enter the second semester and carry the full half-year's work.

# Graduate Work

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Students may do all the work required for the Master's degree thru the Extension classes in Indianapolis. For more detailed information concerning work for any advanced degree, write to the Dean of the Graduate School, Indiana University, Bloomington, Ind., or consult the officer in charge of the Indianapolis Center.

**General Rules.** The following general rules govern all the work: (1) No student who is working full time either as a teacher in the Indianapolis schools, or in business, may carry more than five hours of work in any one semester. (2) *All* work is subject to the approval of the head of the department in which the degree is to be granted; the student must see that such approval is secured. (3) The student must fill out an application blank which is submitted to the head of the department, and, after his signature has been secured, is sent by the Indianapolis office to the Dean of the Graduate School. Credentials must be filed with the application blank at the Indianapolis office. They should include a statement of graduation, together with a transcript of all college credits and should be filed three weeks in advance of the opening of the semester.

The Extension Division is not responsible for inconveniences resulting from failure to comply with the above rules.

A minimum of thirty hours of graduate credit at Indiana University is required for the Master's degree. Twenty of the total of thirty hours must be in one department, or in closely allied departments. Ten hours must be distinctly graduate in character.

**Time.** All of the work for the A.M. degree must be completed within a period of five years. The candidate is required to have completed not only a minimum of thirty hours of credit, but also he must have met the minimum *time* requirement of one full year of work (thirty-six weeks). A student carrying less than a full semester's load (fifteen semester hours) will be granted residence credit in proportion to the number of hours he does carry. Thus, a student who completes five hours of work in one semester will be granted six weeks of residence credit for that semester. If the student devotes his full time to his studies, there is no restriction as to the amount of work that may be carried during one semester, but no reduction in the time requirement is made for work carried in excess of fifteen hours.

**Foreign Language.** It is strongly urged that all students gain some proficiency in foreign modern language before entering the Graduate School. The ability to read one or more modern languages, preferably French or German, is expected of all candidates for the A.M. degree and in most lines of study is required. Special cases are acted on by the head of the department in which the major subject lies, in consultation with the Dean of the Graduate School.



**Thesis.** A thesis is required in all departments. An oral examination may be required by the major department.

It is recommended that students supplement their graduate work in the Indianapolis Center by residence study in the summer session at Bloomington.

### *Regulations for Graduate Study in English*

Only courses given by the English Department will count as part of the English major. Courses with grades lower than B— will not count toward the advanced degree in English.

**Minimum Undergraduate Requirements.** The student must have a minimum of thirty hours of undergraduate work in English in addition to the usual Freshman work in composition.

**Written Examination.** A written examination in the History of English Literature must be taken by all candidates for the Master's degree. These examinations will be given in January and in April at the Indianapolis Center.

**Thesis.** A thesis is required of each student. Credit for the thesis will not exceed four hours, the amount allowed in each case being determined by the Committee on Graduate Study in English. Subjects for theses must be approved by the Committee by February 15 of the year in which the degree is taken.

**"Strictly Graduate Courses."** The rule of the Graduate School that ten out of the thirty hours required for the A.M. must be distinctly graduate in character is rigidly adhered to. Credit for theses will not count toward this requirement. One or more distinctly graduate courses will be given each semester in Indianapolis and students should take advantage of this opportunity as it is offered, rather than postpone the more advanced work.

**Minors.** The following minors, offered in Indianapolis, are recommended to students taking a major in English: History, Sociology, Philosophy, and Psychology. Permission to take a minor in Education is sometimes granted.

**Courses Open to Graduate Students this Semester.** The following courses count as "strictly graduate courses": Literary Criticism and the Romantic Movement. The courses in Advanced Composition and Shakespeare may be taken as part of the thirty hours of required work.

### *Regulations for Graduate Study in History*

**Minimum Requirements.** The student must have a minimum of ten hours of undergraduate work in history, and of thirty hours of graduate work for the A.M. degree. From ten to fourteen hours of the graduate work must be done in advanced courses in history; from six to ten hours must be in seminary and thesis work; and from eight to twelve hours may be done in advanced courses in the minor. The minor may be in

practically any department if the student can prove that he has some definite plans or objective in mind. A total of forty hours of undergraduate and graduate work in history is required.

**Thesis.** The Master's thesis must be submitted and approved by a committee of the Faculty of the Department before the student is admitted to the oral examination.

**Examination.** The oral examination will cover the thesis and the courses in history taken after the A.B.

**Courses Open to Graduate Students this Semester.** The following "strictly graduate courses" are open to graduate students: The Industrial Revolution in England, American Colonial History, The Effects of the Industrial Revolution in England, American Colonial History, American Parties and Party Leaders, and Seminar in American History. By special arrangement, History of England to 1485 may be counted as graduate work.

### *Regulations for Graduate Study in Education*

**Requirements.** Students working for the A.M. in Education must have a total of forty hours of undergraduate and graduate work in this field. If they have had ten hours of undergraduate work, they are required to take thirty hours of graduate work in Education. If they have had twenty hours of Education, they may take a minor of ten hours in some related field. Three hours of psychology may be counted as work in Education.

**Examination.** No entrance or oral examinations are required.

**Thesis.** A thesis is required.

**Courses Open to Graduate Students this Semester.** The following courses offered this semester are "distinctly graduate in character": School Surveys, Educational Measurements, Statistical Methods Applied to Education, Supervision of Instruction in the Elementary Schools, and Supervision of High School Instruction. Advanced Educational Psychology may count as graduate work by special arrangement. The course in Mental Measurements counts as graduate work, but is not strictly graduate.

### *Regulations for Graduate Study in Psychology*

**Requirements.** Students working for the A.M. in psychology must have a total of forty hours of undergraduate and graduate work in this field.

**Thesis.** A thesis is required.

**Courses Open to Graduate Students this Semester.** The following course offered this semester is distinctly graduate in character: Clinical Psychology.



# Extension Courses in Commerce

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The Extension work in Commerce is planned for men and women who are ambitious to advance in business. The courses are of two general types. The aim of courses of the first class is to impart facts of immediate applicability in business. Among such courses are those in accounting, business English, business organization, business law, and banking. Courses of the second class, such as economics, psychology, and English composition, may prove even more valuable by improving the personal bearing or widening the outlook of the student even tho no immediate application appears.

Valuable as are the Extension Courses in Commerce, none should enter a class unless he is willing to labor hard on the studies. The instructors are expected to exact first-class work from the students. The student who is not willing to exert himself gains little from his contact with the University. For those who toil intelligently, there are great possibilities for personal improvement.

**Certificate Courses.** "Certificate course" is a term applied to a group of individual courses arranged as a three-year program of study in Commerce. Four certificate courses are offered: General Business, Accounting, Marketing and Advertising, and Secretarial.

University certificates will be granted to students who complete a three-year course with a minimum of forty-eight semester hours of work—an average of eight hours a semester. Inasmuch as most classes have two-hour recitations, students enrolling for a complete course will have four classes each week thruout the school year. Those who prefer to take four years to complete the work may do so by enrolling for six hours each semester. Students are advised to take the complete three-year course of study and thereby secure a University certificate. The classes will be open, however, to persons desiring to enroll for individual subjects.

While there is a different program of subjects for each of the four certificate courses, certain subjects are regarded as fundamental to all: thus, English composition and elements of economics are required of students desiring certificates. The curriculum announced for the three years is not hard and fast, however. A certain number of electives will be permitted, subject to the approval of the officers in charge.

The program or outline of the four three-year courses precedes the description of the individual courses.

**Correspondence Courses.** Attention is called to the fact that the University offers by correspondence a number of courses in business subjects which are not given in Indianapolis because the city does not afford a group sufficiently large to warrant the formation of a class in any of these subjects. A student may thus complete, by correspondence, subjects which are not available in other form. Persons interested in correspondence work should communicate with the Bureau of Correspondence Study, Extension Division, Indiana University, Bloomington, Indiana.

# Outlines of Certificate Courses in Commerce

The following outlines indicate the program of individual courses which make up the four different three-year courses of study in General Business, Accounting, Marketing and Advertising, and Secretarial work:

## GENERAL BUSINESS COURSE

This course covers those subjects which are essential to a broad foundation for successful work in business. The third year offers the student a wide choice of electives, enabling him to specialize.

### FIRST YEAR

| <i>First Semester</i>             | <i>Second Semester</i>            |
|-----------------------------------|-----------------------------------|
| English .....2 hours              | English .....2 hours              |
| Principles of Economics...2 hours | Principles of Economics...2 hours |
| Elementary Psychology...2 hours   | Psychology .....2 hours           |
| Elective .....2 hours             | Elective .....2 hours             |

### SECOND YEAR

|                           |                           |
|---------------------------|---------------------------|
| Business Law .....2 hours | Business Law .....2 hours |
| Accounting .....3 hours   | Accounting .....3 hours   |
| Advertising .....2 hours  | Salesmanship or Advanced  |
| Elective .....2 hours     | Advertising .....2 hours  |
|                           | Elective .....2 hours     |

### THIRD YEAR

|  |  |
|--|--|
| Business Organization and<br>Management .....2 hours | Corporation Finance.....2 hours          |
| Banking .....2 hours                                 | Three electives from the<br>following:   |
| Two electives from the fol-<br>lowing:               | Credits and Collections..2 hours         |
| Domestic Commerce and<br>Marketing .....2 hours      | Foreign Trade .....2 hours               |
| Accounting .....2 hours                              | Accounting .....2 hours                  |
| Statistics .....2 hours                              | Statistics .....2 hours                  |
| Insurance .....2 hours                               | Labor Problems .....2 hours              |
| Advertising .....2 hours                             | Transportation .....2 hours              |
| Merchandising .....2 hours                           | Advanced Merchandis-<br>ing .....2 hours |

## THE ACCOUNTING COURSE

The course in Accounting is designed to meet the needs of students who wish to prepare to take the C.P.A. examination, and of those who wish to fit themselves for responsible positions with business firms. The



elementary classes will also be open to persons who wish to fit themselves for ordinary accounting positions.

Examinations for the degree of Certified Public Accountant as given by the State Board of Accounts in coöperation with the American Institute of Accountants cover the following subjects: Theory of Accounting (Course E2a-b), Auditing (Course E3), Accounting Problems (Course E32-b), and Business Law (Course E60). The three-year course in Accounting is as follows:

| FIRST YEAR                 |         |                            |         |
|----------------------------|---------|----------------------------|---------|
| <i>First Semester</i>      |         | <i>Second Semester</i>     |         |
| English .....              | 2 hours | English .....              | 2 hours |
| Elementary Accounting ...  | 3 hours | Elementary Accounting ...  | 3 hours |
| Principles of Economics... | 2 hours | Principles of Economics... | 2 hours |
| Elective .....             | 2 hours | Psychology .....           | 2 hours |

| SECOND YEAR                                    |         |                           |         |
|--|---------|---------------------------|---------|
| Advanced Accounting .....                      | 2 hours | Advanced Accounting ..... | 2 hours |
| Business Law .....                             | 2 hours | Business Law .....        | 2 hours |
| Business Organization and Administration ..... | 2 hours | Corporation Finance ..... | 2 hours |
| Cost Accounting .....                          | 2 hours | Elective .....            | 2 hours |

| THIRD YEAR       |         |                           |         |
|------------------|---------|---------------------------|---------|
| Auditing .....   | 3 hours | Investments .....         | 2 hours |
| Statistics ..... | 2 hours | Accounting Problems ..... | 3 hours |
| Income Tax ..... | 2 hours | Elective .....            | 2 hours |
| Elective .....   | 2 hours |                           |         |

## MARKETING AND ADVERTISING

The Course in Marketing and Advertising is intended for persons having to do with the distribution and sale of commodities. It should appeal to heads of advertising and merchandising departments, sales managers, and to those who expect to become employees of advertising and publicity agencies. The three-year course is as follows:

| FIRST YEAR                 |         |                            |         |
|----------------------------|---------|----------------------------|---------|
| <i>First Semester</i>      |         | <i>Second Semester</i>     |         |
| English .....              | 2 hours | English .....              | 2 hours |
| Principles of Economics... | 2 hours | Principles of Economics... | 2 hours |
| Elementary Psychology ...  | 2 hours | Psychology .....           | 2 hours |
| Elective .....             | 2 hours | Elective .....             | 2 hours |

| SECOND YEAR               |         |                            |         |
|---------------------------|---------|----------------------------|---------|
| Advertising .....         | 2 hours | Advanced Advertising ..... | 2 hours |
| Business Organization ... | 2 hours | Salesmanship .....         | 2 hours |
| Business Law .....        | 2 hours | Business Law .....         | 2 hours |
| Elective .....            | 2 hours | Corporation Finance .....  | 2 hours |

## THIRD YEAR

|   |  |
|---|--|
| Merchandising .....2 hours                      | Merchandising .....2 hours             |
| Newspaper Writing and<br>Publicity .....2 hours | Credits and Collections....2 hours     |
| Two electives from the fol-<br>lowing:          | Two electives from the fol-<br>lowing: |
| Insurance .....2 hours                          | Accounting .....3 hours                |
| Accounting .....3 hours                         | Transportation .....2 hours            |
| Statistics .....2 hours                         | Business Statistics .....2 hours       |
| Marketing .....2 hours                          | Office Management .....2 hours         |
|   | Foreign Trade .....2 hours             |

## SECRETARIAL COURSE

Many young men and women who are doing purely clerical and stenographic work at a low rate of pay would, if given proper training, be able to assume positions of responsibility. The general Secretarial Course is intended for such persons as well as for high school and business college graduates. It should appeal to the experienced stenographer who can attain promotion only by a wider knowledge of office practice, and to the educated young woman who recognizes the many opportunities for interesting and important work that are open to the private secretary. Candidates for the University Certificate in Secretarial Work will be required to pass an examination in shorthand and typewriting.

## FIRST YEAR

*First Semester*

|                                   |
|-----------------------------------|
| English Composition .....2 hours  |
| Principles of Economics...2 hours |
| Business Law .....2 hours         |
| Elementary Psychology ...2 hours  |

*Second Semester*

|                                   |
|-----------------------------------|
| English Composition .....2 hours  |
| Principles of Economics...2 hours |
| Business Law .....2 hours         |
| Psychology .....2 hours           |

## SECOND YEAR

|   |
|---|
| English .....2 hours                            |
| Elementary Accounting...3 hours                 |
| Newspaper Writing and<br>Publicity .....2 hours |
| General Mathematics .....2 hours                |

|                                 |
|---------------------------------|
| English .....2 hours            |
| Elementary Accounting...3 hours |
| Feature Writing .....2 hours    |
| Office Management .....2 hours  |

## THIRD YEAR

|  |
|--|
| Advertising .....2 hours                             |
| Domestic Commerce .....2 hours                       |
| Business Organization and<br>Management .....2 hours |
| One elective from the fol-<br>lowing:                |

|                                 |
|---------------------------------|
| Money and Banking....2 hours    |
| Advanced Accounting ...2 hours  |
| Statistics .....2 hours         |
| Industrial Psychology ..2 hours |
| Insurance .....2 hours          |
| History .....2 hours            |
| Language .....2½ hours          |

|                                       |
|---------------------------------------|
| Advanced Advertising ....2 hours      |
| Foreign Trade .....2 hours            |
| Salesmanship .....2 hours             |
| One elective from the fol-<br>lowing: |

|                                  |
|----------------------------------|
| Credits and Collections..2 hours |
| Advanced Accounting ...2 hours   |
| Business Statistics ....2 hours  |
| History .....2 hours             |
| Language .....2½ hours           |



## Correspondence Courses

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Indiana University offers a wide variety of work by correspondence. Many courses for which there is not sufficient demand in Indianapolis to warrant the formation of a class may be obtained by mail from the Bloomington Office of the Extension Division.

Correspondence study has firmly established itself as a valuable method for disseminating culture and information. The credits earned by correspondence are recognized as equal to those acquired by class work.

The COMPLETE HIGH SCHOOL COURSE may now be taken by correspondence either for college entrance or for the state high school equivalency certificate.

Courses of UNIVERSITY grade are offered in the following fields:

|                       |                   |
|-----------------------|-------------------|
| Astronomy             | Home Economics    |
| Commerce              | Hygiene           |
| Comparative Philology | Journalism        |
| Economics             | Latin             |
| Education             | Mathematics       |
| English Language      | Music             |
| English Literature    | Philosophy        |
| Fine Arts             | Political Science |
| French                | Psychology        |
| Geology               | Sociology         |
| German                | Spanish           |
| History               |                   |

The Division is constantly adding to the list of correspondence courses.

For detailed information, address

INDIANA UNIVERSITY EXTENSION DIVISION,  
CORRESPONDENCE STUDY DEPARTMENT,  
Bloomington, Indiana.

## Courses in Training for Social Work

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Courses in Training for Social Work given by Indiana University under the Department of Economics and Sociology in the College of Arts and Sciences are given at the Indianapolis Teaching Center, 319 North Pennsylvania Street. The case work offers actual contact with the patients in the Robert W. Long and James Whitcomb Riley Hospitals and the City Dispensary for whose social care the medical social service department of the University Hospitals is responsible and is supervised by teachers in the department. Both the didactic and field work courses are designed to give the student thoro and comprehensive instruction in the various phases of social work.

This instruction is designed to meet the demand of four classes of students: (1) those persons who desire study in or training in social work; (2) graduate students who wish advanced work in sociological research or training for social work; (3) students of the School of Medicine who require knowledge of interrelated social and physical relations; and (4) students in the University Training School for Nurses who need knowledge of social work with practice.

The applicants must meet entrance requirements of Indiana University for undergraduate work and must be graduates of a recognized college or university for postgraduate work.

For detailed information address U. G. Weatherly, Sociology Department, Bloomington, Ind., or Miss Grace Ferguson, Riley Hospital, Indianapolis, Ind.



# Art School of the John Herron Art Institute

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The ever-increasing demand on the part of teachers in drawing in public and private schools for an opportunity to acquire a college degree and to have professional training in an art school has resulted in an arrangement between Indiana University and the John Herron Art Institute by which it is possible for Art Institute students to secure credit which the School of Education of Indiana University will accept to apply on the degree of Bachelor of Science. The full course covers a period of four years and includes general educational subjects and professional art subjects, as well as teaching and normal work.

Special courses in art for teachers and others are offered in the afternoons at 4 o'clock.

## Purdue University Engineering Extension Department

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**Engineering Extension Classes.** The Engineering Extension Department of Purdue University offers in Indianapolis each year a limited number of courses. This year these courses include: Reinforced Concrete; Elements of Factory Management; Power Plants B—Steam Boilers, Steam Turbines, and Gas Engines; Power Plants C—Electric Generation and Transmission; Heat Treatment of Iron and Steel.

These courses usually begin about November 15.

They are open to men who have the equivalent of high school training or who are recommended by their employers as fit to pursue a course of this type. No course is offered unless at least twenty-five registrations have been received. University credit is not given for this work, but certificates of attendance are granted to those who do the work to the satisfaction of the instructor.

For registration blanks and other information, address

ENGINEERING EXTENSION DEPARTMENT,  
PURDUE UNIVERSITY, Lafayette, Ind.

# Administrative and Instructional Staff

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## ADMINISTRATIVE OFFICERS

WILLIAM LOWE BRYAN, Ph.D., LL.D., President of Indiana University.  
ROBERT E. CAVANAUGH, A.M., Director of the Extension Division.  
FRANK H. STREIGHTOFF, Ph.D., in charge of courses in Commerce.  
\*MARY B. ORVIS, A.M., Secretary, Indianapolis Center.

## INSTRUCTIONAL STAFF

WALTON S. BITTNER, A.B., Associate Professor in the Extension Division.  
WILLIAM F. BOOK, Ph.D., Professor of Educational Psychology.  
MERWYN G. BRIDENSTINE, B.S., Extension Lecturer in Accounting.  
HERMAN T. BRISCOE, Ph.D., Associate Professor of Chemistry.  
HENRY H. CARTER, Ph.D., Professor of English.  
RALPH E. CARTER, A.M., Associate Professor in the Extension Division.  
ROBERT E. CAVANAUGH, A.M., Professor in the Extension Division.  
MERVYN CROBAUGH, Assistant Professor of Economics.  
THEODORE W. DOUGLAS, A.M., Instructor in English.  
FRED VICTOR CHEW, B.S., M.B.A., Assistant Director of Business Research, School of Commerce and Finance.  
PRENTICE D. EDWARDS, A.M., Extension Lecturer in Mathematics.  
CHARLES PHILLIPS EMERSON, A.B., M.D., Dean of the School of Medicine.  
C. W. EMSHOFF, B.S., C.P.A., Extension Lecturer in Accounting.  
(Mrs.) CLARA FISCHER, A.B., Extension Teacher in German.  
EDGAR G. FRAZIER, A.B., Associate Professor of Public Speaking.  
JOHN L. GEIGER, Assistant Professor of Music.  
CLINTON H. GIVAN, A.B., LL.B., ex-Judge of Marion County Superior Court, Extension Lecturer in Commercial Law.  
MABEL M. HARLAN, A.M., Assistant Professor of Spanish.  
ALBERT L. KOHLMEIER, Ph.D., Professor of History.  
ARTHUR B. LEIBLE, A.M., Instructor in English.  
ERNEST J. LÉVÊQUE, Bachelier Lettres-Sciences, University of Paris, Assistant Professor of Romance Languages.  
WILLIAM O. LYNCH, A.M., Professor of History.  
LANDER MACCLINTOCK, Ph.D., Associate Professor of Romance Languages.  
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EDWARD O. MALOTT, M.S., M.B.A., Assistant Professor in the Extension Division.  
LAURENS J. MILLS, Ph.D., Assistant Professor of English.  
WILLIAM T. MORGAN, Ph.D., Associate Professor of History.  
LEE R. NORVELLE, A.M., Assistant Professor of English.  
\*MARY B. ORVIS, A.M., Assistant Professor in the Extension Division.

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\* On leave of absence during 1926-27.



JOSEPH W. PIERCY, A.B., Professor of Journalism.

JAMES H. PITMAN, Ph.D., Associate Professor of English.

THURMAN B. RICE, A.M., M.D., Assistant Professor of Hygiene and Sanitary Science.

PETER SCHERER, Extension Teacher in German.

HENRY L. SMITH, Ph.D., Dean of the School of Education.

GEORGE S. SNODDY, Ph.D., Professor of Psychology.

HENRY T. STEPHENSON, A.B., B.S., Professor of English.

FRANK H. STREIGHTOFF, Ph.D., Professor of Business Administration in the Extension Division.

WENDELL WRIGHT, A.M., Assistant Professor of Education.

HERMAN H. YOUNG, Ph.D., Professor of Psychology.

SCHEDULE BY DAYS

Numbers are for rooms at Shortridge High School; letters for rooms at 319 N. Pennsylvania Street; R.H. is for Riley Hospital.

| MONDAY   |  | TUESDAY |  | WEDNESDAY |  |
|----------|--|---------|--|-----------|--|
| 6:00     | University Geography.....G                     | 4:00    | Methods in Arithmetic.....E                            | 5:45      | Advanced Educational Psychology.....F                |
| 6:00     | Trigonometry.....7                             | 4:00    | Shakespeare.....A                                      | 6:00      | General Inorganic Chemistry, Part II.....29          |
| 6:15     | Introduction to Accounting 1b.....A            | 4:00    | Contemporary Medica' Thought.....C                     | 6:00      | Elementary Spanish.....4                             |
| 6:15     | Principles of Instruction and Management.....C | 4:00    | The Romantic Movement.....G                            | 6:15      | Introduction to Accounting, 1a.....A                 |
| 6:15     | American Parties and Party Leaders.....F       | 4:00    | Second Year German.....5                               | 6:15      | English Composition 1a, Sec. 2.....C                 |
| 7:00     | Supervision of High School Instruction.....B   | 4:00    | History of England.....B                               | 6:15      | American Literature.....B                            |
| 8:00     | Integral Calculus.....7                        | 4:00    | Elementary Hygiene.....H                               | 6:15      | Descriptive Sociology.....E                          |
| 8:00     | Differential Calculus.....7                    | 5:45    | Supervision of Instruction in Elementary Schools.....G | 6:15      | Merchandising.....H                                  |
|          |  | 6:00    | Life Insurance.....C                                   | 8:00      | Evolution of Thought in the Nineteenth Century.....B |
|          |  | 6:00    | Elementary German.....4                                | 8:00      | Literary Appreciation of the Short Story.....C       |
|          |  | 6:15    | Business English.....E                                 | 8:00      | Credits and Collections.....H                        |
|          |  | 6:15    | English Composition 1b, Sec. 1.....F                   |           |  |
|          |  | 6:15    | History of Modern Europe.....B                         |           |  |
|          |  | 6:15    | Elementary Psychology.....H                            |           |  |
|          |  | 6:15    | Income Tax.....A                                       |           |  |
|          |  | 8:00    | Banking.....C  |           |  |
|          |  | 8:00    | Educational Measurements.....G                         |           |  |
|          |  | 8:00    | English Composition 1a, Sec. 1.....F                   |           |  |
|          |  | 8:00    | Effects of the Industrial Revolution in England.....B  |           |  |
|          |  | 8:00    | Abnormal Psychology.....H                              |           |  |
|          |  | 8:00    | Advanced English Composition.....E                     |           |  |
| THURSDAY |  | FRIDAY  |  | SATURDAY  |  |
| 4:00     | Economic History of the United States.....B    | 4:00    | Literary Criticism.....B                               | 9:00      | School Surveys.....C                                 |
| 5:45     | Secondary Education.....E                      | 4:00    | French Composition and Conversation, b.....4           | 9:00      | Clinical Psychology.....R.H.                         |
| 6:00     | Elementary German.....4                        | 4:00    | French Composition and Conversation, a.....18          | 10:00     | Modern French Drama.....E                            |
| 6:00     | University Geography.....G                     | 4:00    | General American History.....F                         |           |  |
| 6:15     | Advanced Accounting, Part II.....A             | 4:00    | Appreciation of Music.....9                            |           |  |
| 6:15     | Business Law, Part II, Sec. 1.....C            | 4:00    | Dramatic-Art.....C                                     |           |  |
| 6:15     | Principles of Economics.....H                  | 4:00    | Physiology.....H                                       |           |  |
| 6:15     | Public Speaking a, Sec. 1.....F                | 5:45    | Elementary Educational Psychology.....E                |           |  |
| 6:30     | Mental Measurements.....B                      | 5:45    | Freshman English Literature.....H                      |           |  |
| 8:00     | Business Finance.....A                         | 6:00    | Elementary French.....10                               |           |  |
| 8:00     | Business Law, Part II, Sec. 2.....C            | 6:00    | Second Semester French b.....7                         |           |  |
| 8:00     | Argumentation and Debate.....F                 | 6:15    | Statistical Methods Applied to Education.....C         |           |  |
|          |  | 6:15    | Sophomore English Literature.....B                     |           |  |
|          |  | 6:15    | Richard Wagner and His Works.....9                     |           |  |
|          |  | 6:15    | Elementary Advertising.....G                           |           |  |
|          |  | 6:30    | Elementary Accounting, Pt. II.....A                    |           |  |
|          |  | 6:30    | Public Speaking b.....11                               |           |  |
|          |  | 6:30    | American Colonial History.....F                        |           |  |
|          |  | 8:00    | English Composition 1b, Sec. 2.....H                   |           |  |
|          |  | 8:00    | Seminar in American History.....F                      |           |  |
|          |  | 8:00    | Psychology of Childhood.....E                          |           |  |
|          |  | 8:00    | Special Feature Stories.....G                          |           |  |
|          |  | 8:10    | Public Speaking a, Sec. 2.....11                       |           |  |



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Indiana University Extension Division  
**INDIANAPOLIS CENTER**

**Calendar**

SECOND SEMESTER

1927

*January 31, Monday, to February*

*5, Saturday*

*February 7, Monday*

*May 23, Monday*

*May 28, Saturday*

Special registration days.

Second semester classes begin.

Examinations begin.

Semester closes.

**Afternoon and Evening Classes**

319 North Pennsylvania Street

Riley 4297



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BULLETIN OF THE EXTENSION  
DIVISION, INDIANA UNIVERSITY

THE LIBRARY  
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EVENING CLASSES

at

THE FORT WAYNE EXTENSION CENTER

of

INDIANA UNIVERSITY

CENTRAL HIGH SCHOOL

(corner Barr and Lewis Streets, Fort Wayne, Indiana)

BEGINNING JANUARY 31, 1927

FORT WAYNE EXTENSION CENTER

Office, Third Floor, Courthouse

Telephone, Anthony 7452





# The Purpose of Extension Education

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SINCE the year 1850 the advancement of knowledge has been greater than in a thousand and probably in five thousand years before. The result is that the accumulation of knowledge has far outrun the assimilation of the people. Much of this knowledge has accumulated during the past twenty-five years since men still in full maturity have left the schools and colleges.

To illustrate: We know enough so that, if that knowledge were applied, the agricultural product of the nation could easily be doubled. We know enough about soils so that they could give this result and improve in their fertility instead of deteriorate. We know enough about scientific medicine so that, if the knowledge were applied, infectious and contagious diseases could be practically eliminated within a score of years. We know enough about the breeding of animals so that, if that knowledge were applied to man, the feeble-minded would disappear in a generation and the insane and criminal class be reduced to a small fraction of their present numbers. Even in politics we have sufficient scientific knowledge so that, if it were fully used, there would be a vast improvement in the government of this country.

The specific idea of service under consideration is, then, that the university shall carry to the people the knowledge which they can assimilate for their betterment along all lines. . . .

If a university is to have as its ideal, service on the broadest basis, it cannot escape taking on the function of carrying knowledge to the people. This is but another phraseology for University Extension.

CHARLES R. VAN HISE, late president of the University of Wisconsin.

The great problem of America today is that of ADULT education.—CHARLES W. ELIOT.

I have watched the growth of Indiana University Extension work in Fort Wayne with pride and much interest. The work is of the highest type, and the tuition is very moderate. I know of no other way—unless one goes to the University proper—to get highly specialized training so thoroughly and so reasonably as by taking some of the extension courses.

CHARLES M. NIEZER,  
President of First National Bank,  
Trustee of Indiana University.

# Calendar

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## FIRST SEMESTER, 1926-27

|                                 |   |
|---------------------------------|---|
| <i>September 13 to 18</i>       | Special registration of students at<br>office, third floor, Courthouse. |
| <i>September 20, Monday</i>     | Recitations begin.  |
| <i>December 24 to January 3</i> | Christmas recess.   |
| <i>January 14, Friday</i>       | First semester ends.  |

## SECOND SEMESTER, 1926-27

|                           |   |
|---------------------------|---|
| <i>January 24 to 29</i>   | Special registration of students at<br>office, third floor, Courthouse. |
| <i>January 31, Monday</i> | Second semester begins.   |
| <i>May 20, Friday</i>     | Second semester ends.   |

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### *Important Notice*

PLEASE NOTICE NEW RULING ON PAYING FEES.  
SEE PAGES 6, 7.



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# Administrative and Instructional Staff

## ADMINISTRATIVE OFFICERS

WILLIAM LOWE BRYAN, Ph.D., LL.D., President.  
ROBERT E. CAVANAUGH, A.M., Director of the Extension Division.  
FLOYD RALPH NEFF, A.B., Officer in Charge of the Fort Wayne Center.

## INSTRUCTIONAL STAFF

WILLIAM N. BALLOU, LL.B., Former Judge of Superior Court; Extension Lecturer in Law.  
GEORGE C. BRANDENBURG, Ph.D., Professor of Psychology and History of Education, Purdue University; Extension Lecturer in Psychology.  
GEORGE B. BUIST, C.P.A., Director of the George B. Buist and Company, Certified Public Accountants; Extension Lecturer in Federal Taxes and Auditing.  
C. E. BYERS, A.M., Extension Lecturer in English.  
RICHARD A. CORDELL, A.M., Assistant Professor of English, Purdue University; Extension Lecturer in English.  
JOHN L. GEIGER, Assistant Professor of Music.  
W. G. GINGERY, A.M., Extension Lecturer in Astronomy.  
VICTORIA GROSS, A.B., Extension Lecturer in Spanish.  
ALICE HALL, Director of the Art Department, Fort Wayne Public Schools; Extension Lecturer in Fine Arts.  
WILLIAM E. JENKINS, A.M., Professorial Lecturer in General Literature.  
JOHN GOTTHOLD KUNSTMANN, A.M., Head of the Department of German, Concordia College; Extension Lecturer in German.  
ERNEST MARSHALL LINTON, Ph.D., Associate Professor of Political Science.  
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BURTON D. MYERS, M.D., Assistant Dean of the School of Medicine.  
FLOYD RALPH NEFF, A.B., Assistant Professor in the Extension Division (English).  
LEE ROY NORVELLE, A.M., Assistant Professor of English.  
BENJAMIN NULL, A.B., Extension Lecturer in English.  
HERRIOTT CLARE PALMER, A.M., Extension Lecturer in History.  
HARLAN ORVILLE PAGE, B.S., Football Coach; Extension Lecturer in Physical Education.  
MARY S. PAXTON, A.M., Extension Lecturer in Mathematics.  
MILES F. PORTER, JR., M.D., Member of the Faculty of Nurses' Training School, St. Joseph's Hospital, Fort Wayne; Extension Lecturer in Physiology, Hygiene, and Eugenics.  
JOHN A. REISING, A.M., Extension Lecturer in Mathematics.  
GERTRUDE SCHOLL, Head of Department of Languages, European School of Music, Fort Wayne; Extension Lecturer in French.

- J. RAYMOND SCHUTZ, A.M., Professor of Sociology, Manchester College; Extension Lecturer in Religious Education.
- PRESTON H. SCOTT, A.M., in charge of Public Speaking, Purdue University; Extension Lecturer in Public Speaking.
- RALPH O. VIRTS, A.M., Extension Lecturer in Mathematics.
- HERBERT S. VOORHEES, M.S., A.M., Extension Lecturer in Mathematics.
- IRA T. WILSON, Ph.D., Professor of Biology, Heidelberg University; Extension Lecturer in Zoölogy.
- OTHO WINGER, A.M., LL.D., President, Manchester College; Extension Lecturer in History.
- WENDELL W. WRIGHT, A.M., Assistant Professor of Education; Extension Lecturer in Education.



# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

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VOL. XII

BLOOMINGTON, IND.

No. 7

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MARCH, 1927

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## General Information

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### WHAT IS UNIVERSITY EXTENSION?

UNIVERSITY extension carries the advantages of higher education to the people. Formerly nearly all college work was done within the four corners of the college campus; now, thru university extension, it may be done in every part of the state. The privileges of higher education are taken to the homes of the people. In addition, university extension endeavors to meet community needs; it is not alone a device to carry instruction to students. It is concerned with such community needs as child welfare, public health, good citizenship, wholesome recreation, and general civic improvement. Since the State University is supported by the whole commonwealth, it endeavors to give to the people the opportunity to share in the best thought and the highest culture and to use more democratically the wide resources for individual and social development.

The Extension Division of Indiana University is administered thru two departments or services. Thru the *Extension Teaching Service* instruction is given in regular University subjects by correspondence study (teaching by mail), club study, class work, and lectures by members of the University Faculty. Thru the *Public Welfare Service*, the University collects and lends package libraries, exhibits, motion picture films, and lantern slides; compiles and publishes informational circulars and bulletins; organizes and directs institutes, surveys, conferences, and discussion leagues; and gives coöperative assistance to clubs, civic societies, public boards and commissions, and other community agencies.

### THE FORT WAYNE EXTENSION CENTER

In 1917 a representative of Indiana University came to Fort Wayne and upon investigation found that the people here wanted the privilege of securing higher education without leaving home.

Thru the generous coöperation and assistance of the Fort Wayne Commercial Club, the City Board of Education, and the Allen County Commissioners, Indiana University was enabled to establish a University Extension Center at Fort Wayne. This Center offers the people of Fort Wayne and vicinity an opportunity for some University training at home.

By this means a great many Fort Wayne teachers, bankers, clerks, salesmen, stenographers, correspondents, efficiency experts, and representatives of more than seventy-five other vocations have been able to secure instruction which has made them better fitted to do their work well and to advance to better paying positions. They "learn while they earn."

A great many people take the work merely for its cultural and informational value. Others take it for regular University credit to apply toward a degree.

The work is given in Fort Wayne just as it is given at the University. The school year is divided into two semesters. The first semester continues from September to February; the second, from February to May. There are sixteen weeks in each semester.

**The Office.** The executive office of the Fort Wayne Extension Center is located on the third floor of the Allen County Courthouse; telephone, Anthony 7452.

**Class Meetings.** Most of the Extension classes meet at 7:30 p.m. A few classes meet at 4:30, some at 6:30 p.m., and some at 8 p.m. The late afternoon classes and the evening classes meet in the Central high school, corner Barr and Lewis streets.

**How Often Do the Classes Meet?** Theoretically, the classes are to meet twice a week for fifty minutes; but since the average person would rather come only one evening a week and then stay longer, we have arranged to have our classes meet once a week for one hundred minutes. The term covers sixteen weeks, so one gets the equivalent of thirty-two recitations. A few of the classes such as French, Spanish, or chemistry meet twice a week.

**Who Can Take Extension Work?** Anyone who shows evidence of ability to pursue the work profitably, and pays the class fee, will be permitted to enroll. Those who want University credit, however, must comply with all entrance requirements specified in the Catalog of Indiana University.

Last semester over seventy-five different occupations were represented by the enrollments. The students range in age from sixteen to eighty-three and have varying degrees of preparation. Of course, those who take the work for credit must be high school graduates or must have had equivalent work.

**What Are the Fees?** The average cost per recitation hour is very little. The fees are small because extension work is a part of the public school system, partly supported by the state.



No student will be regarded as enrolled in any class until he has paid the required fee.

Anyone who wishes to know in detail about the scope or character of a course may visit one session of the class before paying the required fee. No fees are refunded, except in case a course is withdrawn. Permanent enrollment, however, may be transferred from one course to another by notifying the instructor and securing the approval of the officer in charge of the Center and the consent of the instructor to whose class the transfer is to be made.

A CHARGE OF \$1 WILL BE MADE FOR EACH TRANSFER AFTER THE SECOND WEEK.

To avoid confusion, all fees should be paid at the executive office of the Center. Payments may be made in person or by mail. Instructors are asked not to accept class fees.

**Additional Fee for Late Enrollment.** Students who pay their fees *after their second attendance at any class* are required to pay a special late enrollment fee of \$1.

**Who are the Instructors?** The courses announced in this bulletin are conducted by regular members of the Faculty of Indiana University, by instructors from other institutions, and by experts in professional and business pursuits, appointed as University lecturers. The instructors usually leave the University for one day in the week and come to Fort Wayne for their classes here; some come on Mondays; some on Tuesdays; some Wednesdays, etc. This entails considerable sacrifice on their part, as traveling is physically tiresome and often connections are hard to make; but in order to meet the educational needs of industrious people who cannot leave home, University instructors are willing to make special efforts.

**Class Attendance.** It is naturally supposed that when one has evinced enough interest to enroll and pay fees, he will attend his class regularly. Attendance is not compulsory, however, except for those taking the work for credit.

**Credit.** For credit toward a degree or for a certificate of proficiency good attendance at the class sessions is required in addition to satisfactory class work and to the passing of all examinations.

In no case should the number of unexcused absences from class session during any one semester exceed two in a two-hour course, five in a five-hour course, etc.

Teachers are limited to six semester hours of work unless permission is granted to take more. No one may take more than fifteen hours unless by special permission.

**Freshman Courses for High School Graduates.** See page 9 for courses open to high school graduates.

**Commercial Courses.** Indiana University has made provision for the expansion of University Extension Courses in Commerce and Finance. The Fort Wayne Center offers a number of these courses, among which

are the following: Auditing; Business Law; Salesmanship; Commercial Correspondence; Accounting; Principles of Economics; Business English. A description of these courses will be found in this bulletin.

**When and Where Shall One Enroll?** One may enroll any time up to and including the second week of the semester. Special enrollment week at the office will be from January 24 to 29 inclusive. Office hours are 8:30 a.m. to 5 p.m. Or one may enroll any evening from 7 to 9 p.m. at the Central high school, corner Barr and Lewis streets, from January 31 to February 4 inclusive.

**When Do Classes Begin?** All classes start the week of January 31 to February 4 on the day scheduled in the bulletin.

**Scholarships.** Indiana University thru the Fort Wayne Center will offer scholarships to three students from each of the two Fort Wayne public high schools. The principal of each high school will coöperate with the Extension office in deciding upon the merits of each applicant. High school seniors should get in touch with their principal and find out the details.

**Extension Credits.** Of the one hundred and twenty-four hours required for graduation from the University, sixty may be done by Extension work at Fort Wayne. All of the Senior year's work, except four hours, must be done at Bloomington.

**Graduate Courses.** See page 10.

**Teacher Training.** See page 11.

**Special Courses.** See page 41.



## Freshman Course for High School Graduates

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Thru *evening classes* held at the Central high school which began Monday evening, September 20, 1926, the Fort Wayne Extension Center of Indiana University offered to Fort Wayne high school graduates who were not going away to college at the present time a college Freshman course in Fort Wayne. The second semester begins Monday evening, January 31, 1927.

The tentative outline is as follows:

### *First Semester*

English  
French, Spanish, or German  
Elective  
Mathematics or Chemistry

### *Second Semester*

English  
French, Spanish, or German  
Elective  
Mathematics or Chemistry

Other courses which are not strictly Freshman courses that may be taken are: dramatic art, vocal expression, music, literature, public speaking, accounting, and many others, as listed in this bulletin.

Upon completion of such a course a student may enter the University with practically Sophomore standing. It is possible for one to do practically two years (sixty credit hours) of college work thru the Fort Wayne Extension Center. These credits are transferable to other universities.

## Graduate Courses

---

The Fort Wayne Center is now in a position to offer graduate work, and students who have their A.B. degree may do considerable work on their master's degree if there is sufficient demand for such work.

Persons doing full work as teachers may carry as much as five hours per semester toward the hour requirement of the degrees A.M. and M.S., and count the time spent in such study as one-third.

The method of procedure may be as follows: submit credentials to the Fort Wayne office, and secure application blank, fill out application blank, submit it to the head of the department in which the degree is to be granted for his signature, return blank to the Extension office. The blank will then be mailed to the dean of the Graduate School.

A minimum of thirty hours of graduate credit at Indiana University is required for the master's degree. Twenty of that total of thirty hours must be in one department, or in closely allied departments. Ten hours must be distinctly graduate in character.



## Teacher Training

---

Graduates of high schools who wish to prepare for the teaching profession and who find it necessary to remain at home for a year before going away to college can enroll in courses offered by the Fort Wayne Extension Center, which will count on the regular teacher training course.

Many courses will count on the teacher training and toward a university degree.

The Fort Wayne Center offers many opportunities for teachers to take courses leading to professional advancement and counting toward graduation at the University.

# Description of Courses

---

The following courses are practically identical with courses offered at Indiana University. Look under "Index" for a list of courses. You will find a description, the cost, and the time for meeting of the various courses on the pages indicated.

The hour scheduled below for any one class may be changed if another hour should be more agreeable to the majority of those who want the work, and to the instructor. The fee, as stated, is for the entire course of sixteen weeks.

## ASTRONOMY

**E1a. Descriptive Astronomy.** A general non-technical, non-mathematical course. Two hours' credit. Fee \$10 for 16 weeks.

Mr. GINGERY.

This class will meet at 7:30 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 104, Central high school.

*Purpose* The aim of this course is to present the great subject of astronomy so that it can be easily understood even by a person who has not had extensive scientific training; to show how closely various sciences are interlocked, and how much an understanding of the earth depends upon its relations to the sky; to familiarize one with the planets and planetary systems, the brighter stars, the sun, the more conspicuous constellations, so that when he becomes acquainted with them, he will always experience a thrill when he looks up at night into a cloudless sky. Too many people fail to appreciate the grandeur of the starry heavens or the magnitude of the firmament.

### *Contents*

|   |   |
|---|---|
| The value, origin, and methods of science     | The constellations                                  |
| The scope of astronomy                        | Movement of stars                                   |
| Earth's shape                                 | The milky way                                       |
| Earth's mass and density                      | Measuring of time                                   |
| Earth's rotation and revolution               | The calendar; how made                              |
| Causes of the seasons                         | The moon; its temperature, atmosphere, and rotation |
| Eclipses                                      | The planets; Mars, Jupiter, Saturn, etc.            |
| The solar system                              | The evolution of the solar system                   |
| Comets and meteors                            |   |
| The sun; its age, heat, light, distance, etc. |   |

*How Conducted* Professor Gingery will come to Fort Wayne each Tuesday evening to deliver a lecture on some phase of astronomy. From time to time the lecture will be illustrated by lantern slides which have been made from actual pictures showing sunspots, solar eruptions; surface of moon, its extinct volcanoes, etc; planets; comets; stars and star clusters; magnified portions of the milky way; spectrum of the sun; also showing astronomical operations and instruments.



## CHEMISTRY

**E1. Inorganic Chemistry.** (This course will be offered again in September.)

**E3. Qualitative Analysis.** Five hours' credit. Fee \$25 for 16 weeks.  
Mr. VOORHEES.

This class will meet on Monday and Thursday evenings beginning January 31, 1927, at 7:00 p.m. in the chemistry laboratory, Room 332 of the Central high school.

*Purpose* The object of this course is to enable the student to make practical application of the knowledge gained in the first semester's work in inorganic chemistry.

*Contents*

|  |   |
|--|---|
| Elementary qualitative analysis  | Finding per cent of acid in vinegar, lemons, etc. |
| Determining twenty unknowns  |   |
| Preparation and use of standard solutions in determining the purity of substances, such as soda, cream of tartar, etc. |   |

*For Whom* Teachers, nurses, drugstore clerks, stenographers in doctors' and dentists' offices, or anyone else interested in the study of chemistry.

*How Conducted* The class meets in a chemistry laboratory where all chemicals and apparatus are furnished. Each student will perform the experiments individually, under the constant guidance of the instructor.

## COMMERCE AND FINANCE

The aim of University courses in commerce and finance is to provide a broad training in the fundamental principles of business. A university naturally does not attempt to teach the ever-changing details and technique of various business pursuits. These must be learned thru experience, or, better still, developed along original lines with a knowledge of fundamental principles as a basis. No longer is business run on a haphazard basis. The "hit and miss" plan has proved fatal. A few still try it, but they soon fall by the wayside. Business has grown to be a science, and to be a successful business man one must approach business problems on proved scientific bases.

For other courses on business subjects of interest to students of business see the following:

|                                 |                              |
|---------------------------------|------------------------------|
| Business English .....page 19   | Psychology .....page 36      |
| Economics .....page 17          | Public Speaking .....page 24 |
| Applied Psychology .....page 37 |                              |

**E1a. Introduction to Accounting** (double-entry bookkeeping). Three hours' credit. Fee \$15. Mr. MALOTT.

This class will meet at 7:00 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 106, Central high school.

*Purpose* This course is planned for those who are not familiar with ordinary business procedure and who have had no previous training in bookkeeping. The elements of bookkeeping are developed thru the analysis of various kinds of business transactions for debit and credit. Practice work in bookkeeping is given with a set of books which includes the forms usually met with in actual business transactions. Preparation of simple business statements is included.

### *Contents*

|                              |                                     |
|------------------------------|-------------------------------------|
| Business and bookkeeping     | Business forms and vouchers         |
| Recording transactions       | Partnership                         |
| Kinds of accounts            | Operating and non-operating income. |
| Special journals             | Operating and non-operating expense |
| Balance sheet                | Controlling accounts                |
| Statement of profit and loss | Trade customs                       |
| Trial balance                | Accruals and deferred items         |
| Closing the ledger           | Adjusting entries                   |

*For Whom* Stenographers, clerks, office employees, managers of small stores, or anyone who wishes to know something about bookkeeping and accounting.

**E1b. Introduction to Accounting (double-entry bookkeeping).** Three hours' credit. Fee \$15 for 16 weeks. Mr. MALOTT.

This class will meet at 7:00 p.m. on Monday evenings, beginning January 31, 1927, in Room 106, Central high school.

*Purpose* This course is the second semester of bookkeeping and is designed for those who are not familiar with ordinary business procedure. The student is assumed to know the elements of bookkeeping debit and credit. Partnership bookkeeping is reviewed preliminary to taking up corporation work. A set of books is used for practice work and includes the forms usually met with in the actual business transactions being journalized. Preparation of business statements is a part of the course.

### *Contents*

|  |  |
|--|--|
| Partnership problems                                 | Special ruling in books of account           |
| Business forms and vouchers                          | Accounting procedure in special cases        |
| Consignments   | Working sheet, adjusting entries and reports |
| Organization of the corporation                      | Manufacturing accounts                       |
| Accounts peculiar to a corporation                   | Comparative reports                          |
| Books of account peculiar to a corporation           | Corporation problems                         |
| Opening entries for a corporation                    | Voucher accounting and cash journal          |
| Construction and interpretation of specific accounts |  |

*How Conducted* The instructor meets with the class each Monday evening. Practice sets are used similar to those used in ordinary business. Students are given problems to work outside of class. Then when the students come to class the instructor is there to help them out of any difficulties they may have had.



**E3a. Auditing, Part I.** Two hours' credit. Fee \$10.

Mr. BUIST.

This class will meet at 7:30 p.m. on Wednesday evenings, beginning February 2, 1927, in Room 107, Central high school.

*Purpose* This course is planned to give one a clear idea of the problems of the auditor and how they are solved; to give one a clear idea of the purposes for which accounts and records are audited; classes of audits; qualifications and legal responsibilities of the professional auditor. No attempt will be made to apply the general principles and practices to specific lines of business. If the general principles are thoroly understood, they can readily be adapted to the conditions prevailing in all but a few highly specialized lines, as to which the only difficulty lies in learning the peculiarities of the business and of the accounting system and organization.

### *Contents*

Auditing: purposes of auditing; classes of audits—complete audits; balance sheet audits, qualifications of the professional auditor and his legal responsibility

General procedure: distinctive features of balance sheet audits; how to begin an audit

The original records: audit from the trial balance and from original records; tests; footings; postings; the journal

Asset accounts; cash on deposit, certificates of deposit, notes of acceptances receivable, procedure in verification, merchandise — physical inventories, valua-

tions, cost, market value, uncompleted contracts, securities owned, temporary investments; land, buildings, and equipment; intangible capital assets, goodwill, patents

Liability accounts; notes and acceptances payable, trade accounts payable, dividends payable, deferred credits, reserves, losses on claims, on purchases.

Operating accounts; examinations in balance sheet audits and in complete audits

The report: composition, preparation, and rendition

*For Whom* Accountants, bookkeepers, office managers, stock clerks, bank clerks, and executives and their assistants in charge of accounting departments of corporations and private businesses.

*How Conducted* The instructor meets with the class each Wednesday evening. A textbook will be used to supplement the lectures. Various questions and practical cases illustrating them will be studied in the text; answers and solutions will be handled on separate sheets. By this plan the student gets not only the theory, but the actual working out of the various problems under the guidance of the instructor.

**E60a. Business Law (first semester).** (This course will be offered again in September.)

**E60b. Business Law (second semester).** Two hours' credit. Fee \$10 for 16 weeks.

Mr. BALLOU.

This course will meet at 7:30 p.m. on Monday evenings, beginning January 31, 1927, in Room 102, Central high school.

*Purpose* This is a continuation of the first semester's work in business law.

*Contents*

|   |   |
|---|---|
| Negotiable instruments                                      | Liability of principal and agent to third party |
| Kinds, characteristics, and forms of negotiable instruments | Master and servant                              |
| Maker's and acceptor's contract                             | Partnerships and joint-stock companies          |
| Drawer's and indorser's contract                            | Corporations                                    |
| Agency: the conduct of business thru representatives        | Property in land and movables                   |
| Obligation of principal and agent to each other             | Transfer of interest in lands                   |
|   | Mortgages and liens                             |
|   | Landlord and tenant                             |

*For Whom* Executives and employees in mercantile, banking, and industrial establishments, teachers of business courses, and others requiring a knowledge of legal principles for purposes other than admission to the bar.

*How Conducted* The instructor meets with the class each Monday evening. A textbook will be used wherein will be found cases illustrating the points of law involved. Students may bring in actual cases in which they are particularly interested.

**E6b. Commercial Correspondence.** Two hours' credit. Fee \$10 for 16 weeks. Mr. NEFF.

This class will meet at 6:30 p.m. on Thursday evenings, beginning February 3, 1927, in Room 107, Central high school.

*Purpose* This course is designed to give one the principles of letter-writing; how to write effective letters of different types, special letters adapted to particular persons; how to mold men's minds to your opinion; how to get action, create good-will, retain trade; how to put personality in a letter.

*Contents*

|                                |  |
|--------------------------------|--|
| Salesmanship in letter writing | Claims and adjustments                               |
| Modern correspondence practice | Credit letters                                       |
| Hints for the dictator         | Sales letters  |
| Order letters                  | Letters of application, recommendation, introduction |
| Acknowledgments                | Intrahouse letters                                   |
| Inquiries                      | Mechanical form in letter writing                    |
| Answers to inquiries           |  |

*For Whom* Business executives, stenographers, secretaries, correspondents, advertising men, sales managers, merchants, anyone interested in improving his ability to write effective letters.

*How Conducted* The instructor meets with the class each Thursday evening. A textbook will be used to supplement the lectures. Actual letters will be given to demonstrate the various principles under discussion. Members of the class may bring in letters from time to time for criticisms and suggestions.

**E14a. Sales Management (Salesmanship and Personal Efficiency).** Two hours' credit. Fee \$10 for 12 meetings. Two lectures at each meeting.

This class will meet on Tuesday evenings at 7:30 p.m. beginning February 1, 1927, in Room 102, Central high school.



*Purpose*                      The purpose of the course in salesmanship is to give one an idea of the broad underlying principles of all successful salesmanship. In every human relationship, whether it be social, political, professional, or strictly commercial, the successful men and women are those who are able to persuade others to agree with them, in a high percentage of cases. The art of selling is the art of persuading people to agree with you. Observation and the analysis of human experiences have proved that certain fundamental laws have universal application, and that obedience to these laws insures riches, honor, and happiness. This course aims to assist men and women to become masters in their chosen line of work.

### *Contents*

|  |   |
|--|---|
| Salesman's four "I's": integrity, industry, initiative, and intelligence                 | Different methods of securing prospects                   |
| How to develop a pleasing personality  | How to approach the customer                              |
| The science of judging men   | The element of time, place, person, and goods in the sale |
| Three great mind processes everyone should develop: thinking, remembering, and imagining | The various steps in a sale                               |
| The salesman's area: his ability, reliability, endurance, and action                     | How to handle objections                                  |
| Writing sales letters  | The laws of cause and effect                              |
|  | How to develop will power                                 |
|  | Keeping oneself sold                                      |

*For Whom*                      Salesmen and saleswomen (in the store or on the road, specialty or general sales work, sales managers, managers of large and small stores) or anyone wishing to develop his personal efficiency and selling ability.

*How Conducted*                      The instructor delivers two lectures at each meeting of the class. At the end of each lecture time will be given for questions and discussions. Students may present their individual problems for solution. Several demonstration sales will be given.

## ECONOMICS AND SOCIOLOGY

**E2b. Economic History (United States).** Two hours' credit. Fee \$10.  
Mr. MALOTT.

This class will meet on Mondays at 4:30 p.m., beginning January 31, 1927, in Room 109, Central high school.

*Purpose*                      This course aims to set forth the social and economic developments influencing the history of the United States. The World War, the Civil War, as well as most great wars had their basic origin in social and economic problems. One cannot clearly understand the great movements in history unless he understands the social and economic influences that were operating during these respective periods. What were the economic objections to "taxation without representation"? What are the underlying economic faults with slavery? Did slavery cause the Civil War? How did the Granger movement arise and what results were accomplished? What are the

foundations of the labor organizations? What were the forces operating that brought about other great turning-points in our history? Note the following points as basis for study.

### *Contents*

|  |   |
|--|---|
| Economic events of Europe which affected early colonial life | Development of extractive industries    |
| Motives in exploration and colonization of the New World     | Unfree labor                            |
| Commercial policies  | Transportation                          |
| Geographic and racial influences                             | Growth of commerce and manufacturing    |
| Land systems   | Economic causes and consequences of war |
|  | Social problems                         |

*For Whom* Teachers, students of history, anyone seeking the truth of history. No credit can be given to those who have passed in Economics A, Industrial Society.

**E7b. Principles of Sociology (second semester).** Two hours' credit.  
Fee \$10 for sixteen weeks. Mr. MALOTT.

This class will meet at 4:30 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 109, Central high school.

*Purpose* The object of this course is to aid the student to gain an understanding of the major problems of present-day society.

### *Contents*

|   |   |
|---|---|
| Population, its composition and character   | Class struggles   |
| Instincts   | Adaptation of unlike groups                                     |
| Race  | Function of competition   |
| Geographic environment  | Social organization effected for control of thoughts and action |
| Origin of society   | Social deterioration  |
| Factors aiding the growth   | Inequality  |
| Factors hindering expansion   | Gradation of social groups                                      |
| Products of society: the family, the public school, the recreation center, the state, the standards |   |

*For Whom* Teachers, social workers, club women, and anyone who is interested in the field of sociology.

*How Conducted* The instructor will meet with the class each Monday afternoon. The lecture will be supplemented by class discussions.

## EDUCATION

**E4Ar. Methods in Arithmetic.** Two hours' credit. Fee \$10 for eight weeks.

This class will meet on the second and fourth Friday evening of each month at 7:00 p.m., beginning Friday evening, February 4, 1927, in Room 102, Central high school.



*Purpose* It is the purpose of this course to do three things: (a) to give a clear conception of the ends to be accomplished thru the work in arithmetic; (b) to analyze the teaching of arithmetic into the different kinds or types of teaching that occur in the subject and to give an understanding of guiding principles and a knowledge of possible methods of procedure, tools, and devices to be used in each of these types; and (c) to make clear, by means of numerous illustrations and lesson plans, how these general principles and methods of procedure apply to the teaching of the particular subject of arithmetic.

**E4Dr. Methods in Drawing and Art in the Elementary Schools.** (This course will be offered again in September.)

**E35a. Elementary Educational Psychology.** Two hours' credit. Fee \$10 for 16 weeks.

This class will meet at 6:15 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 112, Central high school.

A course dealing with the nature and development of the mind in the period of childhood, with special reference to learning as a factor in guiding the teacher.

**E9E. Intelligence Tests.** (This course will be offered again in September.)

## ENGLISH

**E20a. Business English.** Two hours' credit. Fee \$10 for 16 weeks.

Mr. NEFF.

This class will meet at 7:30 p.m. on Thursday evenings, beginning February 3, 1927, in Room 109, Central high school.

*Purpose* This course is intended to meet the practical needs of men and women in so far as their written English is concerned. Some time will be devoted to the study of the more common grammatical errors, such as occur in everyday life. Attention will be given to punctuation, spelling, sentence and paragraph structure, and various methods of increasing one's vocabulary.

### *Contents*

|   |  |
|---|--|
| Basic principles  | The new vs. the old methods of letter-writing  |
| Grammar and sentence structure  | The mechanics of the letter  |
| Use of words  | The business letter of today   |
| How to increase one's vocabulary  | Ethics of modern business  |
| Paragraphing  | Various types of letters as sales, collection, adjustment, application, and recommendation |
| How to attain proficiency in clearness, forcefulness, and effectiveness in letter-writing | Special emphasis in letters of application and adjustment                                  |
| Punctuation   |  |

*For Whom* Stenographers, correspondents, insurance, real estate, or any professional men; anyone who needs help in the fundamentals of grammar, rhetoric, and business principles.

*How Conducted* The instructor meets with the class each Thursday evening. A textbook is used to supplement the lectures. Exercises are given at each recitation which make clear the point under discussion. Members of the class may bring in letters, business reports, or any form of business composition for correction and suggestion.

**E1a. English Composition (first semester).** Two hours' credit. Fee \$10 for 16 weeks. Mr. NULL.

This class will meet at 6:30 p.m., on Tuesday evenings, beginning February 1, 1927, in Room 110, Central high school.

*Purpose* The course in English composition is so planned as to give one the foundation for better self-expression. As a carpenter must know his tools before he can build well, so the student must understand the proper use of the working tools of the English language, namely, the word, the sentence, and the paragraph, before he can write well. In business and in social life almost every day one is called on to give expression to some thought or plan which immediately calls for ability to express oneself clearly, forcefully, and convincingly. We are known by the language we use.

#### *Contents*

|                           |                                  |
|---------------------------|----------------------------------|
| Review of punctuation     | Types of paragraphs              |
| Sentence structure        | Exposition                       |
| Paragraph writing         | Importance of expository writing |
| The topic sentence        | Effectiveness in exposition      |
| Unity in the paragraph    | Theme writing                    |
| How to secure coherence   | The theme as a whole             |
| Emphasis in the paragraph | Gathering material for themes    |

*For Whom* High school graduates wishing to meet their college Freshman composition requirements, and all others who wish to improve their spoken and written English. It should be remembered that a correct and effective use of the English language is now an absolute requirement for all who wish to advance and succeed in whatever business or profession they may be engaged.

*How Conducted* The instructor each Tuesday evening will cover the assignment of the previous week. Practice sheets containing exercises which illustrate common errors in writing will be used often. The theory study will be followed by actual practice in order that the student will proceed step by step and understand each new phase of composition work.

**E1b. English Composition (second semester).** Two hours' credit. Fee \$10 for 16 weeks. Mr. CORDELL.

There will be two sections of this class: one meeting at 4:15 p.m.; the other at 6:30 p.m., on Tuesday evenings, beginning February 1, 1927, in Room 113, Central high school.

This course is a continuation of the first semester's work in English Composition with more stress on the forms of composition; effectiveness



in expression; more drill in theme writing; and more attention to technique. The same textbooks will be used as were introduced the first semester.

E2b. English Literature Survey. Two hours' credit. Fee \$10.

Mr. CORDELL.

This class will meet at 8:00 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 113, Central high school.

*Purpose* The two-semester course in English Literature aims to present a comprehensive view of the whole development of the literature from Beowulf to the present-day writers. The lectures will be supplemented by class work on assignments on selections in the textbook, *A Book of English Literature*, by Snyder and Martin.

*Contents* Part I—first semester—fifteen lessons concerning the field of English from the beginning up to Wordsworth.

|  |   |
|--|---|
| Beowulf and Anglo-Saxon literature       | Milton's lyric poems                        |
| Chaucer—Prologue                         | Milton—selections from <i>Paradise Lost</i> |
| Romances of chivalry: the popular ballad | Dryden and Defoe                            |
| Spenser's <i>Faerie Queene</i>           | Pope and Swift                              |
| Shakespeare's plays and poems            | Goldsmith and Johnson                       |
| Puritan and cavalier poetry              | Gray, Cowper, Blake, Burns                  |

Some outside reading in the drama and novel.

#### Part II—second semester

|  |                                |
|--|--------------------------------|
| Wordsworth   | Tennyson                       |
| Coleridge  | Browning, Arnold, Clough       |
| Scott, Byron, Lamb                                     | Rossetti, Morris               |
| Shelley, Keats   | The Pre-Raphaelites            |
| Selections from early nineteenth-century prose writers | Later nineteenth-century prose |
|  | More recent poetry             |

Some outside reading in the drama and novel.

E18. Literature of the Bible: Modern Reader's Bible. Two hours' credit. \$10. Mr. WINGER.

This class will meet at 7:45 p.m. on Thursday evenings, beginning February 3, 1927, in Room 102, Central high school.

*Purpose* The chief idea back of this course is *literature*: to show how the Bible is truly a literary masterpiece,—not to approach the study of the Bible as a theologian, or to attempt doctrinal discussions. The revelation which is the basis of our modern religion has been made in the form of literature; grasp of its literary structure is the true starting-point for spiritual interpretation, and the literary study of the Bible is the common group on which varying theologians may meet.

*Contents* The Bible—as Literature.

*How Conducted* The instructor will meet with the class each Thursday evening. A textbook entitled, *The Modern Reader's Bible* will be used. This book contains the exact words of the Bible but rearranged so that it is much easier to read and to understand. Where there is conversation, it is written in conversational form. Where there is poetry, it is written in poetic form. It will be shown how certain books of the Bible are historical, while others contain poetry, prophecy, or wisdom literature.

**E50. New Voices: Twentieth-Century Poetry.** Two hours' credit.  
Fee \$10 for 16 weeks.

This class will meet at 7:45 on Tuesday evenings, beginning February 1, 1927, in Room 109, Central high school.

*Purpose* "America is making ready for a great poet," said John Masefield when visiting this country in 1918. "You are making ready for a master. A great poetic revival is in progress." Altho Mr. Masefield was a little optimistic, yet the unprejudiced observers cannot deny that the trend of literary events of the past decade has pointed in that direction. This course in modern poetry is so planned as to give one a survey of recent poetry as well as the technique of modern poets.

### *Contents*

|                                      |                                    |
|--------------------------------------|------------------------------------|
| The technique of contemporary poetry | Democracy and the new themes       |
| The pattern of a poem                | Patriotism and the Great War       |
| Organic rhythm                       | Love in contemporary poetry        |
| Images and symbols                   | Religion in contemporary poetry    |
| The diction of contemporary poetry   | Nature in contemporary poetry      |
| Certain conservative poets           | Personality in contemporary poetry |
| Certain radical poets                | Children and poetry                |
| How poems are made                   |                                    |

*For Whom* Teachers, mothers, club women, or anyone interested in modern poetry and modern poets.

*How Conducted* The instructor will meet with the class each Tuesday at 4:30 p.m. The lectures will be supplemented by discussions on subjects in the regular textbook regarding the technique and spirit of contemporary poetry.

**E71a. Oral Interpretation (Fundamentals of Speech).** Two hours' credit. Fee \$10 for 16 weeks. Mr. NORVELLE.

This class will meet at 6:30 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 104, Central high school.

*Purpose* The purpose of this course is to increase the student's ability in the interpretation of masterpieces of literature, selections suitable for public or parlor entertainment, and stories and readings in the home. It also aims to develop stronger and more durable voices and to encourage greater freedom in self-expression.



*Contents*

The course includes:

Practice in voice production  
 Correct breathing  
 Gesture  
 Posture  
 Articulation

Emphasis  
 Inflexion  
 Reading  
 Interpretation of literature

*For Whom*

For parents, teachers, public speakers, and others who feel the need of training in fundamentals of speech.

*How**Conducted*

A part of each period is spent in voice drill and exercises in the fundamental principles of oral interpretation. The remainder of the period is spent in the reading or reciting of some assigned selection from the text. A certain amount of memory work is required but this part is not made burdensome.

E67a. Play Acting (Dramatic Art). Two hours' credit. Fee \$10.

Mr. NORVELLE.

This class will meet at 8:00 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 104, Central high school.

*Purpose*

The purpose of this course is to give practice in acting and in the coaching and production of one-act plays.

*Contents*

Stage action  
 Make-up  
 Costuming  
 Lighting

Setting  
 Organization  
 Production of plays

*For Whom*

For those who wish to increase their appreciation of plays and acting, for those who enjoy amateur acting and would raise the standard of their performance, for those aspiring to do professional work, and for those preparing to do directing and teaching this course should prove interesting. There is no better nor more enjoyable means of quickening perception of a play's dramatic and artistic values than one's performance in the play. It develops grace, poise, personality, and trains the mind to react quickly from impulses of the moment.

*How**Conducted*

Short plays are selected and produced by the class under the direction of the instructor. In connection with the production, a study is made of the make-up of the characters, lighting effects, scenic arrangement, stage-setting, and all that goes to make the production a well-rounded performance.

E60a. Public Speaking. Two hours' credit. Fee \$10 for sixteen weeks.

Mr. SCOTT.

This class will meet at 8:00 p.m. on Wednesday evenings, beginning February 2, 1927, in Room 224, Central high school. (Note: A class will be formed at 4:30 p.m. Wednesdays if enough students enroll.)

*Purpose* To give instruction in the technique of speaking and the technique of organizing material for speaking.

*Contents* We assume that the sales principle which is basic in industry and business is basic to all speaking whether the person is selling a book, a piece of real estate, a new form of education, religion, or pure humor. In any case the speaker wants his audience to do something, and if the audience does that, the speaker has gained his objective. The sales principle follows the general order of attention, interest, desire, action—or, we gain the attention of the audience, we create a general need, we show how our article or idea fulfills that need, we intensify that fulfillment, and then conclude. Its application to the field of speech will enable the speaker better to adapt himself to the wants and desires of the audience.

*For Whom* The course is especially designed for business and professional men and women, school teachers, and those participating in club work and politics. It is adapted either to salesmen or to persons not directly engaged in this field, because an opportunity is given to study the motives that influence people and to put this study into effect on the platform.

*How Conducted* One-third of the time is devoted to a study of the sales principle. This includes the analysis of the principle itself, with the relating processes—analysis of purpose, analysis of audience, introductions and conclusion, style, arrangement, and development. Two-thirds of the time is spent in actual platform work, the members of the class speaking at least at every other meeting, and sometimes every meeting, depending on the length of the talks given. The theoretical phases of the work are obtained thru the use of the text, *Influencing Human Behavior*, by H. A. Overstreet, and thru lectures by the instructor.

E65a. Argumentation. (Not offered this semester.)

E60b. Public Speaking (second semester). Two hours' credit. Fee \$10 for 16 weeks. Mr. SCOTT.

This class will meet at 6:30 p.m. on Wednesday evenings, beginning February 2, 1927, in Room 224, Central high school.

*Purpose* This is a continuation of the first semester's work in public speaking. Special stress is laid upon a more technical study of the relationship between salesmanship and public speaking. Special types of addresses are studied, including the after-dinner talk and speeches before various social and business gatherings. Considerable attention is given to the method of properly conducting meetings. Coupled with the continued study of speech organization, adequate attention is given to the mechanics of speaking.

E54. Shakespeare. Two hours' credit. Fee \$10 for 16 weeks.

Mr. ———.

This class will meet at 4:30 p.m. on Tuesday, beginning February 1, 1927, Room 103, Central high school.



*Purpose*                The purpose of this course is to give one a true appreciation of Shakespeare and to understand why he is ranked as the greatest of all dramatists. Shakespeare is the one dramatist who cannot be discovered in "any one character"; he is universal. His appeal is to the body, the mind, and the soul. Such plays as emphasize this distinctive attribute of the great dramatist will be chosen for study.

**E41. Short Stories: The Study of the Short Story.** Two hours' credit.  
Fee \$10 for 16 weeks. Mr. \_\_\_\_\_.

This class will meet at 6:15 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 104, Central high school.

*Purpose* "The art of the short story," says H. G. Wells, is "the jolly art of making something very bright and moving; it may be horrible or pathetic or funny or beautiful or profoundly illuminating, having only this essential, that it should take from fifteen to fifty minutes to read aloud. All the rest is just whatever invention and imagination and the mood can give. . . ." The plan of this course is to provide a basis for the discussion of short story method and materials and mood, which in any literary study is natural and desirable. Not so much time will be given to technique as will be given to the approach of a true appreciation of the author's effort. The stories to be studied have been chosen always with these questions in mind: Have the stories interest or power? Are they sincere? Are they distinguished by a genuine and pleasant style? Have the authors individuality and distinction? Have they really something to say? This course should prove very valuable to anyone interested in short stories, and to those who want guidance in choosing worth-while reading in this field of literature.

*Contents*      Selections for study will be chosen from such authors as Defoe, Hawthorne, Poe, Thackeray, Daudet, Harte, Coble, Stevenson, de Maupassant, Kipling, James, Stockton, Lewis, "O. Henry," Masfield, Wharton, Conrad, Galsworthy, and others.

*For Whom* For people who have "some" hunger for good literature who have not time to read long books and who do not care to waste time on the "trash" so prevalent in current periodicals, but want a basis for choosing short stories of real merit.

*How Conducted* The instructor will meet with the class each Tuesday evening at 6:15. A textbook will be used containing some thirty stories upon which the lectures will be given. The good and weak points in each story will be discussed and the true literary values emphasized. Characteristic traits of the various authors will be pointed out, and an effort will be made to show what each has contributed to the wealth of literature thru the medium of the short story.

E64a. Story Telling. Two hours' credit. Fee \$10 for sixteen weeks.  
Mr. NORVELLE.

This class will meet at 4:30 p.m. on Tuesday afternoons, beginning February 1, 1927, in Room 102, Central high school.

*Purpose* The aim of the course is to train those who are interested in acquiring proficiency in story telling and to arouse appreciation for the best stories to be used in the school and home.

### *Contents*

|  |  |
|--|--|
| Study of child psychology and children's literature leading to the consideration of suitable stories   | Fairy tales<br>Fables<br>Epics   |
| The telling of stories in class, beginning with the simplest folk tales and progressing thru the traditional types to modern realistic stories | Modern stories<br>Dramatization<br>The making of story programs<br>Practice in telling stories to children at various library and playground centers |
| Myths  |  |

*For Whom* Teachers, those who are preparing to teach in elementary schools, and for parents who are interested in making a study of the literature suitable for home training.

## FINE ARTS

Note: Only one of the following courses will be offered. Students interested in either class should meet at 4:30 p.m., February 2, 1927, according to schedule. The majority of those interested will determine which course will be offered.

E5a. History and Appreciation of Painting. Two hours' credit. Fee \$10 for 16 weeks. Miss HALL.

This class will meet at 4:30 p.m. on Wednesday afternoons, beginning February 2, 1927, in the art room of the Administration Building.

*Purpose* The purpose of this course is to give the student a greater knowledge of art by the old masters as well as an appreciation of their work.

*Contents* Reproductions of the old masters' pictures and mural decorations will be shown and explained.

|  |   |
|--|---|
| Schools of Siena and Florence                            | Revival of art in Italy   |
| Early Christian painting. Byzantine art                  | Spanish chapel  |
| Monastic   | Florentine humanist   |
| Symbolism of the Church buildings and their appointments | Perugino. Mantegna. Leonardo da Vinci.<br>Michelangelo. Raphael. Correggio. |

This course begins with the early Christian painting and ends with the latter part of the Renaissance.

*For Whom* For the students who wish college credit in fine arts, for teachers who wish to bring up their standard of art teaching, and for those who wish to increase their knowledge and appreciation of the history of painting.



*How Conducted* The class will meet each Wednesday at 4:30 p.m. The course will be given in the form of lectures.

**E13. Freehand Perspective.** Two hours' credit. Fee \$10 for 16 weeks.  
Miss HALL.

This class will meet at 4:30 p.m. on Wednesday afternoons, beginning February 2, 1927, in the art room of the Administration Building.

*Purpose* The purpose of this course is to give the student an understanding of the fundamental principles of perspective and the application of the principles so they will be able to draw correctly.

#### *Contents*

|  |  |
|--|--|
| Composition principles — line and space<br>(how to place a drawing properly on<br>the paper) | Drawing from flowers, vases, toys, etc.<br>Angular perspective—one- and two-point—<br>boxes, books, furniture, steps, windows,<br>open doors, exteriors and interiors of<br>houses, railroads, street scenes, etc. |
| Circular perspective principles developed<br>and applied                                     |  |

*For Whom* For students who wish college credit, for teachers who wish to bring up their standard of art teaching, and for those who wish to learn how to draw.

*How Conducted* Presentation—principles and methods; problems worked out; visualizing to create better observation; drawing from objects.

**E4Dr. Methods in Drawing and Art.** (Not offered this semester.)

### FRENCH

**E1a. Elementary French.** Five hours' credit. Fee \$25 for 16 weeks.  
Miss SCHOLL.

This class will meet at 7:00 p.m. on Wednesday and Friday evenings, beginning February 2, 1927, in Room 109, Central high school.

*Purpose* Elementary French is planned to give the student a good pronunciation based on a study of phonetics, a knowledge of the essentials of French grammar, and practice in reading and speaking French.

**E4. French Composition and Conversation.** Second-year course. Prerequisite, French E1. Two hours' credit. Fee \$10.  
Miss SCHOLL.

This class will meet at 7:00 p.m. on Tuesday evenings, beginning February 1, 1927, Room 111, Central high school.

*Purpose* A more comprehensive study of French composition with added drill in conversation.

- E19. Modern French Prose. Second-year course. Prerequisite, French E1. Three hours' credit. Fee \$15. Miss SCHOLL.

This class will meet at 7:00 p.m. on Thursday evenings, beginning February 3, 1927, in Room 111, Central high school.

*Purpose* Reading in French prose from modern writers.

- E01. Conversational French (first semester). One hour's credit. Fee \$10 for 16 weeks. Miss SCHOLL.

This class will meet at 6:15 p.m. on Monday evenings, beginning January 31, 1927, in Room 109, Central high school.

*Purpose* The purpose of this course is to give one an opportunity to learn the French language without going into the details of French grammar as is done in the regular French course.

*How Conducted* From the beginning French is spoken as much as possible. The instruction is given by a native-born French woman and the finer French accents are clearly brought out. Conversational French is taught much as a child is taught to speak the English language. Beginning with the simplest French sounds and words, putting words into sentences, and then combining sentences into paragraphs, the student is led, step by step, into a clear understanding of the French language. Formal grammar as such is not given; but such grammatical constructions as are necessary to a clear understanding will be made clear. Students are early encouraged to carry on dialogs in French, thus making the course as realistic as possible, the instructor acting as critic at all times.

Note: This course will not give credit to students who have had French E1.

- E01. Conversational French (second semester). Miss SCHOLL.

If enough students are interested, an advanced class in Conversational French will be formed. First meeting of class will be at 7:30 p.m., Monday, January 31, 1927, Room 109, Central high school.

## GEOLOGY

(No courses will be offered in Geology this semester.)

## GERMAN

Since German ranks third among the four leading languages of the civilized world, and as Germany has taken high rank in medical, technical, and scientific research, a knowledge of the German language is an important asset. A knowledge of a second language aids one in better understanding his own.

- E1a. First-Year German. Five hours' credit. Fee \$25 for 16 weeks. Mr. KUNSTMANN.

This class will meet at 7:00 p.m. on Monday and Thursday evenings, beginning January 31, 1927, in Room 108, Central high school.



*Purpose*                      The aim of this course is to give the student a thorough knowledge of the fundamentals of German grammar, some facility in speaking and writing the language, and the power to understand and reproduce simple German reading matter. A few poems will be memorized.

**E2. Second-Year Composition and Conversation.** Prerequisite, German E1. Two hours' credit. Fee \$10. Mr. KUNSTMANN.

This class will meet at 7:00 p.m. on Tuesday evenings, beginning February 1, 1927, Room 108, Central high school.

*Purpose*                      A more comprehensive study of German composition with the introduction of conversational German.

**E3a. Modern Authors.** Prerequisite, German E1. Three hours' credit. Fee \$15. Mr. KUNSTMANN.

This class will meet at 7:00 p.m. on Friday evenings, beginning February 4, 1927, in Room 108, Central high school.

*Purpose*                      Reading of dramatic and novelistic modern German authors; reading and memorizing of selected poems.

**E. Conversational German.** One hour's credit. Fee \$10 for 16 weeks. Mr. KUNSTMANN.

This class will meet at 7:30 p.m. on Wednesday evenings, beginning February 2, 1927, in Room 108, Central high school.

*For Whom*                  This course is designed to meet the needs of two groups of students. First, those who know no German but wish to learn the German language without going into the details of German grammar as is done in the regular German course. Second, those who do know German and wish a review with emphasis on the conversational phase. Textbooks will be chosen to suit the needs of each group.

Note: This course will not give credit to students who have had German E1.

## HISTORY

**E5b. American History: Middle Period** (a continuation of History E5a). Three hours' credit. Fee \$15 for 18 weeks. Miss PALMER.

This class will meet at 4:15 p.m. on Monday afternoons, beginning January 31, 1927, in Room 111, Central high school.

*Purpose*                      This course is a continuation of History E5a given during the first semester but is open to all students desiring a three-hour course in American history. It will offer a fundamental course in American history covering the middle period. It will serve as a basis for more exhaustive study.

*Contents*

|   |  |
|---|--|
| Conception of the state in 1820, political party situation            | Evidences of sectionalism, the tariff, state's sovereignty, and threatened secession |
| Attitude of country toward slavery. Missouri Compromise               | Jackson and the United States Bank   |
| The United States in the Western Hemisphere and the Monroe Doctrine   | Expansion and the Mexican War  |
| Party situation and election of 1824; development of new party issues | Sectionalism, secession, and Civil War   |
|   | Reconstruction   |

*For Whom* All citizens interested in a knowledge of their country's institutions, students in regular collegiate course working toward the A.B. degree, teachers of primary and intermediate schools, department teachers of history.

*How Conducted* Thru the use of textbooks, supplementary readings, reports—the result of research work, lectures, and informal discussion.

**E10b. Europe since 1870: Advanced Course.** Two hours' credit. Fee \$10. Miss PALMER.

This class will meet at 7:30 p.m. on Monday evenings, beginning January 31, 1927, in Room 107, Central high school.

*Purpose* To offer a special study of European ideas and institutions which will (1) create an appreciation of those institutions and their force in the world, (2) will furnish a background for the study of causes of the World War and the Europe of today.

*Contents* The first semester (History E10a) is a study of:

|   |  |
|---|--|
| The Congress of Vienna of 1815                    | The revolutions and national development |
| The policy of Metternich and of repressive Europe | thru the Franco-Prussian War             |

The second semester (History E10b) is a study of:

|  |   |
|--|---|
| National and imperial expansion on the part of England and the European powers | The growth of a national spirit within the smaller powers |
|  | The crises in Morocco and in the Balkans                  |
|  | The World War and reconstruction                          |

*For Whom* All students interested in such a knowledge for its own sake and those interested in completing their collegiate course.

*How Conducted* Textbooks, lectures, research study by student, informal discussion.

**E4b. English History: From the Revolution of 1688 to the Present.** (Not offered during 1926-27.)

**E23b. History of the Hebrew Commonwealth.** Two hours' credit. Fee \$10 for 16 weeks. Mr. WINGER.

This class will meet at 6:15 p.m. on Thursday evenings, beginning February 3, 1927, in Room 113, Central high school.



*Purpose and Contents* A course designed to familiarize the student with the history, the religious concepts, the political institutions, the social customs, and the international relations of the Hebrews from the time of the Exodus from Egypt to the destruction of Jerusalem in 70 A.D. Particular attention will be given to such outstanding leaders as Moses, Joshua, Samuel, Saul, David, Solomon, Elijah, Elisha, Ahab, Jehu, Hezekiah, Amos, Hosea, Isaiah, and others. The relations of the Hebrews with the Egyptians, the Babylonians and Assyrians, the Phoenicians and other peoples round about will be considered in detail. Some of the discoveries of modern archaeology and their wonderful illumination of the ancient period will be presented to the class, and the instructor will draw upon his personal experiences as a traveler in Egypt and the Holy Land. The biblical narrative will be followed closely, and a supplementary reference book, Bailey and Kent, *History of the Hebrew Commonwealth*, will be used as a guide to study. The question of how we got our Bible will receive due consideration, and the historical method of dealing with the biblical documents will be fully explained.

*For Whom* Candidates for college degrees, graduates and undergraduates; candidates for teachers' licenses; Sunday School and church workers, ministers, or anyone interested in the Bible from a historical point of view.

*How Conducted* Professor Winger comes directly from Manchester College to Fort Wayne each Thursday evening to offer these courses. The lectures will be supplemented by class discussion.

## HYGIENE

E1. Elementary Hygiene. (This course will be offered again in September.)

## LAW

E60a. Business Law. (See Commerce and Finance, page 13.)

## MATHEMATICS

The courses in mathematics are given practically the same as at Indiana University. As the work in mathematics is nearly constant it is needless to give any outline of the work in each course.

E2. College Algebra. Two and one-half hours' credit. Fee \$12.50 for 16 weeks. Mr. REISING.

This class will meet at 7:00 p.m. on Monday evenings, beginning January 31, 1927, in Room 103, Central high school.

This is a regular Freshman course in college algebra, treating the general methods of factoring, the general quadratic progressions, permutations, combinations, the binomial theorem, etc.

- E3. Trigonometry. Two and one-half hours' credit. Fee \$12.50 for 16 weeks. Mr. REISING.

This class will meet at 7:00 p.m. on Thursday evenings, beginning February 3, 1927, in Room 103, Central high school.

Trigonometry is the most practical of all mathematics. The work given is the necessary foundation for ordinary surveying. Open to all students who have had Mathematics E2 or the senior algebra in the local high schools.

- E6. Analytic Geometry. Five hours' credit. Fee \$25 for 16 weeks. Miss PAXTON.

This class will meet at 7:00 p.m. on Monday and Thursday evenings, beginning January 31, 1927, in Room 224, Central high school.

This subject takes up the study of coördinates, the straight line, the circle, the parabola, the ellipse, the hyperbole, transformation of coördinates, polar coördinates, etc. Anyone who has had college algebra and trigonometry is eligible for this course.

- E4t. General Mathematics. Three hours' credit. Fee \$15 for 18 weeks. Mr. VIRTS.

This class will meet at 7:00 p.m. on Friday evenings, beginning February 4, 1927, in Room 111, Central high school.

The course in general mathematics is planned to give one a clear understanding of the mathematical principles used in arithmetic. Altho the major part of the work is given to a clear understanding of the principles of mensuration, percentage, interest, etc., yet some time will be given to make clear how some of the principles of algebra, geometry, and trigonometry may be used in the advanced grades in arithmetic.

- E7a. Elementary Calculus. Prerequisite, Analytic Geometry. Five hours' credit. Fee \$25. Mr. VIRTS.

This course will meet at 7:00 p.m. on Tuesday and Friday evenings, beginning February 1, 1927, in Room 224, Central high school.

*Purpose* A course in differential calculus with geometrical, physical, and analytical applications. This course deals with the derivative and its practical application to the solution of real problems and aids in showing relation among curves. Subjects treated are maxima and minima, algebraic curves, transcendental curves, and application of these to mechanics.

## MUSIC

- E17b. Appreciation of Music (second semester). Two hours' credit. Fee \$10 for 16 weeks. Mr. GEIGER.

This class will meet at 6:30 p.m. on Thursday evenings, beginning February 3, 1927, in Room 112, Central high school.



*Purpose* This course is intended both for the serious student of music and for the average student who wishes a comprehensive idea of the various kinds of music. "First in learning to listen and then listening to learn." It is a continuation of the first semester's work.

### *Contents*

|  |   |
|--|---|
| The three principal elements in music          | Sonata and symphony                     |
| Form   | Classical and romantic periods of music |
| Color in music                                 | Program music                           |
| Different kinds of voices                      | Different instruments of the orchestra  |
| Folk songs and dances of the different nations | Opera as a form                         |
| Oratorio as a form                             | Tone poem and symphonic poem            |

*For Whom* Musicians, teachers, or anyone interested in music.

*How Conducted* The instructor meets with the class each Thursday evening. The lectures are given in the music room where a piano and victrola are available for demonstrations. Records will be played on the victrola illustrating all the various subjects under discussion.

**E10a. History of the Opera.** Two hours' credit. Fee \$10 for 16 weeks.  
Mr. GEIGER.

This class will meet at 8:00 p.m. on Thursday evenings, beginning February 3, 1927, in Room 112, Central high school.

*Purpose* To acquaint one with the technical as well as the appreciative phase of grand opera. To study different types of opera, the stages thru which the opera has passed up to its present state of perfection, the different schools, and the master works of each. To help one to a truer appreciation of first-class opera.

### *Contents*

|                                   |   |
|-----------------------------------|---|
| Schools of opera                  | Rossini and Italian opera                                   |
| Origin of opera                   | French grand opera  |
| Gluck reforms                     | Wagner and his music  |
| Mozart and his works              | The Italian Revival (Veristic School)                       |
| Classical opera                   | Modern French, German, Russian, English, and American opera |
| Weber and German Romanticism      | Chiff opera singers   |
| German influence on the opera     |   |
| The Romantic element of the opera |   |

*For Whom* Music students, teachers, anyone who wishes direction in the selection of music (records, sheet music for various musical instruments), for the homes, and for entertainments.

*How Conducted* The instructor meets with the class each Thursday evening. The lectures are given in the music room where a piano and victrola are available for demonstration. Records will be played on the victrola demonstrating various types of operatic compositions. This teaches the student to select only the best records for his own use.

## PHYSIOLOGY

E1. Physiology. Two hours' credit. Fee \$10 for 16 weeks.

Dr. PORTER.

This course will meet at 8:00 p.m. on Wednesday evenings, beginning February 2, 1927, in Room 102, Central high school.

*Purpose* This course is so planned as to enable one to know more about the structure and operation of the human body. The work will be limited strictly to the essentials of the normal functions of the body.

*Contents*

|   |   |
|---|---|
| Respiration and the respiratory organs, their operation, care                                   | The nervous system, the brain and the spinal cord, peculiar functions of each |
| The circulatory system, the heart, blood vessels, their operation and care                      | The coördination of all physical organs for perfect body control              |
| The digestive organs, the mouth, the stomach, and the intestines, the peculiar function of each |   |

## POLITICAL SCIENCE

E16. Current Events. Two hours' credit. Fee \$10 for 16 weeks.

Mr. LINTON.

This class will meet at 6:15 p.m. on Thursday evenings, beginning February 3, 1927, in Room 104, Central high school.

*Purpose* To enable students to keep up with and have a better understanding of important current developments in the field of government, politics, diplomacy, and matters of domestic and international significance.

*Contents* In this course such topics will be dealt with as the following: the activities of Congress, and of Parliament; the policy of the Fascist government in Italy; developments in the new Germany; recent changes in Russia; progress toward more stable conditions in China; the Mexican imbroglio; French domestic and foreign policy; British imperial problems; the prohibition question; the problem of preparedness; and various questions that will arise from time to time in connection with current happenings during the period covered by the course.

*For Whom* For men and women of every walk of life who wish to develop a broader comprehension of the complicated world of affairs in which we live, thru the sympathetic and yet critical interpretations of a trained observer and long-time student of political, governmental, and diplomatic affairs.

*How Conducted* Lectures, collateral reading, and discussion in class. Open to non-credit students as well as to those desiring credit.

Note: Courses E51, National and International Questions of Today, and E13a, Introduction to World Politics, will be open to students for their choice. The one will be offered which commands the majority.



**E51. National and International Questions of Today.** Two hours' credit. Fee \$10 for 16 weeks. Mr. LINTON.

This class will meet at 7:45 on Thursday evenings beginning February 3, 1927, in Room 104, Central high school.

*Purpose* To acquaint one with the great issues that confront the government of the United States. With a new congress to go into session this fall, and with momentous political developments occurring constantly in Europe and other foreign countries, a systematic study of national and international questions should prove profitable to anyone who wishes to keep abreast of the times. Questions of American domestic and foreign policy, and questions pertaining to European and world affairs generally will be dealt with in the weekly lectures.

*For Whom* To anyone who wishes to keep informed on the big events of national and international importance.

#### *Contents*

|   |   |
|---|---|
| The reparations question                    | Has it functioned as its advocates had hoped?   |
| The government and policy of the New Turkey | Has America kept wholly out of the League?  |
| The Russian situation                       | What attitude has the U.S. more recently adopted toward European countries so far as economic and political problems are concerned? |
| Franco-British relations                    | How do foreign relations affect our domestic affairs?   |
| France and her debts                        | Can the United States live as an isolated nation?   |
| The ever-changing French government         |   |
| The Little Entente                          |   |
| Germany and the Monarchistic movement       |   |
| Recent German policies                      |   |
| What is the League of Nations doing?        |   |

*How Conducted* The instructor will meet with the class each Thursday evening. No textbook will be used, but magazine and newspaper articles bearing on national and international relations will be discussed from week to week. Class discussions will follow the lectures.

**E13a. Introduction to World Politics.** Two hours' credit. Fee \$10. Mr. LINTON.

This class will meet at 7:45 p.m. on Thursday evenings, beginning February 3, 1927, in Room 104, Central high school.

*Purpose* This course will deal with the methods and policies of the leading nations in their dealings with each other and with weaker nations. The great world problems of today will be studied in a critical way, with sufficient reference to historical development to render their present aspect intelligible.

#### *Contents*

|  |  |
|--|--|
| The Versailles Treaty and later treaties | The League of Nations                                |
| The Reparations problem                  | The World Court                                      |
| The Balkan situation                     | The Russian situation                                |
| The Chinese question                     | Relations between the United States and Europe, etc. |
| The peace problem                        |  |

*How Conducted* Lectures, outside reading, reports, and class discussion.

## PSYCHOLOGY AND PHILOSOPHY

**E1. Elementary Psychology.** (Not offered this semester.)

Note: There will be a choice between Clinical Psychology and Psychology of Childhood.

**E58. Psychology of Childhood.** Two hours' credit. Fee \$10 for 16 weeks. Mr. BRANDENBURG.

This course will meet at 6:15 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 107, Central High School.

*Purpose* To give adults a more appreciative attitude toward children and to help them understand child problems more clearly. The psychology of childhood includes discussion, experimentation, and observation of the physical and mental nature of children up to about twenty years old. Attention is given to the laws of physical and mental growth and development with the view of enabling the student to deal more intelligently with all phases of child life and education.

*Contents*

|   |   |
|---|---|
| The child's inheritance. Mendel's law                   | Habit   |
| Transmission of acquired traits from parent to child    | Moral and religious development                     |
| Contributions of sex and race to individual inheritance | Linguistic and artistic growth                      |
| Original nature   | Sense perception, memory, imagination, and thinking |
| Attention   | Physical development                                |

*For Whom* Teachers, mothers, members of Parent-Teacher clubs, social workers.

*How Conducted* A lecture will be given each Tuesday at 6:15 p.m. The lectures will follow closely the textbook used. Students may bring any problems concerning children they may have to the class for discussion. The discussions will be very informal and very helpful.

**E9E. Intelligence Tests.** (Not offered this semester.)

**E56. Clinical Psychology.** Two hours' credit. Fee \$10 for 16 weeks. Prerequisite, Psychology 1. Mr. BRANDENBURG.

This course will meet at 6:15 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 107, Central high school.

*Purpose* A theoretical study and practical application of psychological analysis, diagnosis, and treatment of the behavior and life of individuals. The course also broadens and increases the insight into human behavior and the various types of individuals.



*Contents*

Mental tests of various types  
 Diagnostic tests  
 The technique of diagnosis  
 Repressions and complexes

The subconscious mental life  
 Suggestion  
 Intelligence and its relation to vocation

*For Whom* Teachers, social workers, vocational guidance workers, employees in charge of personnel work, and anyone who has had some experience in mental testing.

*How Conducted* The instructor will meet with the class each Tuesday evening. From time to time children will be brought to the class and actual mental tests will be made and ratings computed. Considerable time will be devoted to the explanation of these various tests and devices used in diagnosis and analysis.

**E41a. Applied Psychology.** Two hours' credit. Fee \$10.

Mr. BRANDENBURG.

This class will meet at 7:45 p.m. on Tuesday evenings, beginning February 1, 1927, in Room 107, Central high school.

*Purpose* This course is so planned as to show one how the underlying principles of psychology may be used in everyday life in business, medicine, law, etc. Psychology can be of very real service in promoting mental efficiency, and in solving personal problems. It is the science of the application of the laws of interest, of attention, and of habit formation, as applies in salesmanship, problems of employment, advertising, and vocational selection.

*For Whom* This course is designed for business men, clerical workers, advertising men, salesmen, foremen, or anyone dealing to any considerable extent with men.

**E3. Social Ethics.** Two hours' credit. Fee \$10 for 16 weeks.

Mr. SCHUTZ.

This class will meet at 4:30 p.m. on Thursday evenings, beginning February 3, 1927, in Room 113, Central high school.

*Purpose* To give one an understanding of the philosophies and the institutions that have had to do with social problems in the past and to show how each has contributed to the present standards of social ethics.

*Contents* This course consists of a comparative study of seven or eight leading philosophies of life including: Epicureanism, Stoicism, Platonism, Aristotelianism, Machiavellianism, Utilitarianism, and Christianity. In a similar way there will be a study of the basic Institutions of Society, School, Home, Church, State, Industry, and Recreation. Having studied both the philosophies and institutions it will next be the purpose to determine the nature and function of each of the institutions under each of the philosophies of life studied.

## RELIGIOUS EDUCATION

E. The Social Application of the Teachings of Jesus. No credit. Fee \$4 for 8 lectures. Mr. SCHUTZ.

This class will meet at 6:15 p.m. on Thursday evenings, beginning February 3, 1927, in Room 106, Central high school.

*Purpose* Realizing there is woeful lack of a clear understanding of the Bible, especially the teachings of Jesus, an attempt will be made in this course to show one the proper approach to a clear analysis of Christ's teachings. The purpose will be to show that the teachings of Jesus have social implications that the more individualistic teachings of the Old Testament do not have. The Sermon on the Mount will be the basis of this course of lectures.

*Contents* Following are some of the topics discussed:

|  |   |
|--|---|
| What do the people of the world want?                    | What makes a person a success?                        |
| What should we choose?                                   | How is one's life work discovered?                    |
| How can we help the need of the world?                   | What makes religion stand the test?                   |
| How should a Christian get even?                         | What good does it do to pray?                         |
| What is Jesus' cause in the world?                       | How can we face life without worry?                   |
| How shall we treat other races and nationalities?        | How can we meet times of supreme testing?             |
| What is our responsibility in the world?                 | Can we believe that life does not end?                |
| What determines the value of a man?                      | How far should custom determine standards of conduct? |
| Who is a hypocrite?                                      | How is the Christian standard of conduct different?   |
| What is a fair chance for all?                           | What is our responsibility to the world?              |
| What hope is there that the world can be made Christian? |   |
| What is a man's object in his work?                      |   |

*For Whom* Sunday school teachers, school teachers, parents, anyone interested in this phase of Bible study.

*How Conducted* The instructor will lecture each Thursday evening. Time will be given for round table discussions. A Bible is the only textbook necessary. Every effort will be made to avoid sectarianism, or interpretation for any particular creed.

E. Training of the Child in the Christian Family. No credit. Fee \$4 for eight lectures. Mr. SCHUTZ.

This class will meet at 7:45 p.m. on Thursday evenings, beginning February 3, 1927, in Room 106, Central high school.

*Purpose* This course is intended to help parents, teachers, or anyone charged with the early Christian training of children, to help them give reasonable and logical answers to the many perplexing questions children often ask their parents; and to keep them from pitfalls of false illusions.



*Contents*                This course will consist of a study of the nature of the child, his native endowments and instincts and their proper direction during the period preceding the school age as well as the development of the physical, social, mental, and spiritual natures of this child to the age of full maturity. The home will be the basic institution for study with reference to the child's development. The relationship of the home to the school will be shown and how the child's fullest development is the coöperative task of the basic institutions of society.

*For Whom*            This course should prove equally valuable to parents, church school, and public school teachers, or anyone interested in early child life.

*How Conducted*        This will be a lecture course and no textbook will be required.

Literature of the Bible. See page 21.

## SPANISH

E15b. Elementary Spanish (second semester). Five hours' credit. Fee \$25 for 16 weeks. Miss GROSS.

This course will meet at 7:00 p.m. on Tuesday and Friday evenings, beginning February 1, 1927, in Room 103, Central high school.

*Purpose*                The purpose of this course is to give one a knowledge of the fundamentals of Spanish grammar and diction thru reading, conversation, and grammatical exercises. In addition to the details of vocabulary and grammar this course gives a good foundation for speaking and writing Spanish as well as increased ability to understand the institutions and ideals of Spain and the Spanish-American countries. Spanish is at present the native language of nineteen independent countries and is spoken over a greater extent of the world's surface than any other language except English.

*For Whom*            To anyone who desires a fundamental knowledge of Spanish whether it be for commercial use (especially useful to executives and stenographers who may have just occasional dealings with firms of South and Central America), for further scientific study, or simply for its cultural value; also to high school graduates who wish to get credit for a year of required language work.

*How Conducted*        The class will be conducted practically the same as the Spanish classes at the University. Special attention will be given to pronunciation. As much as possible, Spanish will be the language of the classroom, altho the finer grammatical points will be explained in English. There will be sufficient drill and conversation in class to do away with excessive preparation, altho some preparation will be necessary. The instructor will meet with the class each Tuesday and Friday evening. A textbook will be used.

## ZOÖLOGY

E20. Embryology. (This course will be offered again in September.)

E32. Genetics (second semester). Two hours' credit. Fee \$10 for 10 weeks. Mr. WILSON.

This class will meet from 7:30 p.m. on alternate Friday evenings or each Friday as the class may choose, until the full time is put in which is required to complete the course. The first meeting of the class will be Friday evening, February 4, 1927, in Room 104, Central high school.

*Purpose* The purpose of this course is to make a study of the modern concepts of heredity and evolution. It is impossible to get an adequate conception of eugenics and evolution without going into a technical study of the results and interpretations of modern work in genetics. It is the purpose of this course to supply this foundation. The course will not conflict with a course in eugenics, but forms a foundation for it.

*Contents*

Historical account of the theories of heredity and evolution  
How Darwin got his ideas on the "Origin of Species"  
The fundamental principles of genetics  
The physical basis of heredity  
How new types originate  
Determination of sex  
Inheritance of acquired characteristics  
Do we inherit weaknesses and strong points of parents?  
Modern ideas of heredity in relation to the theories of evolution  
Misunderstandings of the average individual  
Human heredity

*For Whom* The course will form a part of the fundamental training of the student of biology and should be of interest to students not specialists in biology.

*How Conducted* The course will include lectures and textbook assignments.

E1. Invertebrate Zoölogy. Four hours' credit. Fee \$20.

Mr. WILSON.

This class will meet from 4:15 to 6:15 p.m. on Friday evenings for lectures, and from 8:00 a.m. to 12:00 m. on Saturday mornings for laboratory work. The class will meet on alternate weeks or each week as the class may choose until the full time is put in which is required to complete the course. The first meeting of the class will be in Room 103, Central high school, February 4, 1927. There will be a laboratory fee charged each student to cover the cost of the material used in the laboratory. It will amount to about \$3, depending on the cost of the material. This class will be followed next year by a class in Vertebrate Zoölogy so that the two courses will make a complete year's work in Zoölogy.



*Purpose* The purpose of this course is to study the biology of the invertebrate animals and will include a systematic examination of a series of representative types.

*Contents* Practically all the work will consist of lectures on the biology of the different groups of animals and of laboratory observations of the types which best represent each group. Lectures of a general nature on topics of biological interest will be introduced at intervals when a given topic is well illustrated by a group being studied, e.g., a lecture on the relationship of animals will be given when the flatworms are studied since the flatworm group has a great many parasitic members.

This course will be approximately the same as the course by the same number (No. 1) given at Indiana University and at the biological station at Winona Lake and will fulfill requirements for science for liberal arts students as well as that portion of the requirements for pre-medical students which concerns general zoölogy. The course ought to be of interest to students who are interested in nature from the layman's point of view.

### SPECIAL COURSES

#### E. Basketball Coaching. (Will be offered again next fall.)

Mr. PAGE.

This class met at 9:00 a.m. and 1:30 p.m. on Saturday, December 4, 1926, in Room 104, Central high school.

*For Whom* A short course in the fundamentals of basketball coaching was offered again in Fort Wayne last December. This course was open to men and women coaches or anyone interested in basketball.

*How Conducted* The course covered such points of interest as offensive and defensive plays, dribbling and pivoting, shift plays, signals, passing, combination of plays, selecting a team, diet, equipment, first aid, training, schedule, rules, placing of players, and developing good sportsmanship. A gymnasium was used for demonstration work. A motion picture film, "King Basketball," was shown. This picture shows basketball players in action demonstrating the various types of plays. By running the film slowly and completely stopping at times, careful analysis of plays can be made. Mr. Page lectured as the film was being run.

#### E. Problems of Parent-Teacher Organizations. (Will be offered again next September.)

This class met at 7:30 p.m. on Tuesday evenings beginning September 28, 1926, in Room 115, Central high school.

*Purpose* This course was to acquaint parents and teachers with the purpose, history, problems, and present status of the Parent-Teacher movement. Many teachers and many parents do not clearly understand the great help they can derive from the Parent-

Teacher organizations. Many of the little problems of mutual interest to the teacher and the parents are made clear and settled thru the medium of the Parent-Teacher organizations.

*How*                      A study was made of the national, state, and local  
*Conducted*              organizations; reasons for Parent-Teacher associations;  
                              what problems logically fall in this field; nature and  
extent of coöperation between parent and teacher; history and significance of Child-Welfare Day; habit training for children; school attendance; delinquency; child welfare legislation; the educational problems demanding the coöperation of Parent-Teacher associations.

**E. Track Coaching.** Non-credit course. Fee \$1.

This year, for the first time, the Fort Wayne Extension Center will offer a course in track coaching similar to the short course in basketball coaching. The track coaching short course will be given some Saturday in February, according to present plans. The purpose of this course will be to give coaches of track teams in high schools some ideas on coaching high school students for the various track events.



# Schedule of Classes

All numbers indicate rooms at Central high school, corner Barr and Lewis streets, where Extension classes are held.

| Subject  | Day and hour of first meeting of class | Room       |
|--|--|------------|
| <b>ASTRONOMY—</b>  |  |            |
| Descriptive Astronomy.....                                   | Tuesday, February 1, 7:30 p. m.....    | 104        |
| <b>CHEMISTRY—</b>  |  |            |
| Qualitative Analysis.....                                    | Monday, January 31, 7:00 p. m.....     | 332        |
| <b>COMMERCE AND FINANCE—</b>                                 |  |            |
| Introduction to Accounting (first semester).....             | Tuesday, February 1, 7:00 p. m.....    | 106        |
| Introduction to Accounting (second semester)....             | Monday, January 31, 7:00 p. m.....     | 106        |
| Auditing, Part I.....  | Wednesday, February 2, 7:30 p. m.....  | 107        |
| Business Law.....  | Monday, January 31, 7:30 p. m.....     | 102        |
| Commercial Correspondence.....                               | Thursday, February 3, 6:30 p. m.....   | 107        |
| Sales Management (Salesmanship and Personal Efficiency)..... | Tuesday, February 1, 7:30 p. m.....    | 102        |
| <b>ECONOMICS AND SOCIOLOGY—</b>                              |  |            |
| Economic History (U. S.).....                                | Monday, January 31, 4:30 p. m.....     | 109        |
| Principles of Sociology.....                                 | Tuesday, February 1, 4:30 p. m.....    | 109        |
| <b>EDUCATION—</b>  |  |            |
| Methods in Arithmetic.....                                   | Friday, February 4, 7:00 p. m.....     | 102        |
| Elementary Educational Psychology.....                       | Tuesday, February 1, 6:15 p. m.....    | 112        |
| <b>ENGLISH—</b>  |  |            |
| Business English.....  | Thursday, February 3, 7:30 p. m.....   | 109        |
| English Composition (first semester).....                    | Tuesday, February 1, 6:30 p. m.....    | 110        |
| English Composition, Sec. I. (second semester)...            | Tuesday, February 1, 4:15 p. m.....    | 113        |
| English Composition, Sec. II. (second semester)...           | Tuesday, February 1, 6:30 p. m.....    | 113        |
| English Literature Survey.....                               | Tuesday, February 1, 8:00 p. m.....    | 113        |
| Literature of the Bible.....                                 | Thursday, February 3, 7:45 p. m.....   | 102        |
| New Voices.....  | Tuesday, February 1, 7:45 p. m.....    | 109        |
| Oral Interpretation.....                                     | Tuesday, February 1, 6:30 p. m.....    | 104        |
| Play Acting (Dramatic Art).....                              | Tuesday, February 1, 8:00 p. m.....    | 104        |
| Public Speaking, Sec. I. (first semester).....               | Wednesday, February 2, 4:30 p. m.....  | 224        |
| Public Speaking, Sec. II. (first semester).....              | Wednesday, February 2, 8:00 p. m.....  | 224        |
| Public Speaking (second semester).....                       | Wednesday, February 2, 6:30 p. m.....  | 224        |
| Shakespeare.....   | Tuesday, February 1, 4:30 p. m.....    | 103        |
| Short Stories.....   | Tuesday, February 1, 6:15 p. m.....    | 104        |
| Story Telling.....   | Tuesday, February 1, 4:30 p. m.....    | 102        |
| <b>FINE ARTS—</b>  |  |            |
| History and Appreciation of Painting.....                    | Wednesday, February 2, 4:30 p. m.....  | Adm. Bldg. |
| Freehand Perspective.....                                    | Wednesday, February 2, 4:30 p. m.....  | Adm. Bldg. |
| <b>FRENCH—</b>   |  |            |
| Elementary French.....                                       | Wednesday, February 2, 7:00 p. m.....  | 109        |
| French Composition and Conversation.....                     | Tuesday, February 1, 7:00 p. m.....    | 111        |
| Modern French Prose.....                                     | Thursday, February 3, 7:00 p. m.....   | 111        |
| Conversational French (first semester).....                  | Monday, January 31, 6:15 p. m.....     | 109        |
| Conversational French (second semester).....                 | Monday, January 31, 7:30 p. m.....     | 109        |
| <b>GERMAN—</b>   |  |            |
| First-Year German.....                                       | Monday, January 31, 7:00 p. m.....     | 108        |
| Second-Year Composition and Conversation....                 | Tuesday, February 1, 7:00 p. m.....    | 108        |
| Modern Authors.....  | Friday, February 4, 7:00 p. m.....     | 108        |
| Conversational German.....                                   | Wednesday, February 2, 7:30 p. m.....  | 108        |
| <b>HISTORY—</b>  |  |            |
| American History.....  | Monday, January 31, 4:15 p. m.....     | 111        |
| Europe since 1870.....                                       | Monday, January 31, 7:30 p. m.....     | 107        |
| History of the Hebrew Commonwealth.....                      | Thursday, February 3, 6:15 p. m.....   | 113        |
| <b>MATHEMATICS—</b>  |  |            |
| College Algebra.....   | Monday, January 31, 7:00 p. m.....     | 103        |
| Trigonometry.....  | Thursday, February 3, 7:00 p. m.....   | 103        |
| Analytic Geometry.....                                       | Monday, January 31, 7:00 p. m.....     | 224        |
| General Mathematics.....                                     | Friday, February 4, 7:00 p. m.....     | 111        |
| Elementary Calculus.....                                     | Tuesday, February 1, 7:00 p. m.....    | 224        |
| <b>MUSIC—</b>  |  |            |
| Appreciation of Music.....                                   | Thursday, February 3, 6:30 p. m.....   | 112        |
| History of the Opera.....                                    | Thursday, February 3, 8:00 p. m.....   | 112        |
| <b>PHYSIOLOGY—</b>   |  |            |
| Physiology.....  | Wednesday, February 2, 8:00 p. m.....  | 102        |
| <b>POLITICAL SCIENCE—</b>                                    |  |            |
| Current Events.....  | Thursday, February 3, 6:15 p. m.....   | 104        |
| National and International Questions of Today..              | Thursday, February 3, 7:45 p. m.....   | 104        |
| Introduction to World Politics.....                          | Thursday, February 3, 7:45 p. m.....   | 104        |

SCHEDULE OF CLASSES—Continued.

| Subject   | Day and hour of first meeting of class | Room |
|---|--|------|
| PSYCHOLOGY—                                       |  |      |
| Psychology of Childhood.....                      | Tuesday, February 1, 6:15 p. m.....    | 107  |
| Clinical Psychology.....                          | Tuesday, February 1, 6:15 p. m.....    | 107  |
| Applied Psychology.....                           | Tuesday, February 1, 7:45 p. m.....    | 107  |
| Social Ethics.....                                | Thursday, February 3, 4:30 p. m.....   | 113  |
| RELIGIOUS EDUCATION—                              |  |      |
| The Social Application of the Teachings of Jesus  | Thursday, February 3, 6:15 p. m.....   | 106  |
| Training of the Child in the Christian Family.... | Thursday, February 3, 7:45 p. m.....   | 106  |
| SPANISH—  |  |      |
| Elementary Spanish.....                           | Tuesday, February 1, 7:00 p. m.....    | 103  |
| ZOÖLOGY—  |  |      |
| Genetics.....                                     | Friday, February 4, 7:30 p. m.....     | 104  |
| Invertebrate Zoölogy.....                         | Friday, February 4, 4:15 p. m.....     | 103  |



# Schedule of Evening Classes of Fort Wayne Center of Indiana University Extension Division at Central High School

Beginning Monday Evening, January 31, 1927

All classes meet in Central high school, corner Barr and Lewis Streets, Fort Wayne, Indiana.

## MONDAY CLASSES (January 31)

| Hour |   | Room |
|------|---|------|
| 4:15 | American History.....                             | 111  |
| 4:30 | Economic History.....                             | 109  |
| 6:15 | Conversational French (first semester).....       | 109  |
| 7:00 | Qualitative Analysis.....                         | 332  |
| 7:00 | Introduction to Accounting (second semester)..... | 106  |
| 7:00 | First-Year German.....                            | 108  |
| 7:00 | College Algebra.....                              | 103  |
| 7:00 | Analytic Geometry.....                            | 224  |
| 7:30 | Business Law.....                                 | 102  |
| 7:30 | Conversational French (second semester).....      | 109  |
| 7:30 | Europe since 1870.....                            | 107  |

## TUESDAY CLASSES (February 1)

|      |  |     |
|------|--|-----|
| 4:15 | English Composition, Sec. I. (second semester).....          | 113 |
| 4:30 | Principles of Sociology.....                                 | 109 |
| 4:30 | Story Telling.....   | 102 |
| 4:30 | Shakespeare.....   | 103 |
| 6:15 | Elementary Educational Psychology.....                       | 112 |
| 6:15 | Psychology of Childhood.....                                 | 107 |
| 6:15 | Clinical Psychology.....                                     | 107 |
| 6:15 | Short Stories.....   | 104 |
| 6:30 | Oral Interpretation.....                                     | 104 |
| 6:30 | English Composition (first semester).....                    | 110 |
| 6:30 | English Composition, Sec. II. (second semester).....         | 113 |
| 7:00 | Introduction to Accounting (first semester).....             | 106 |
| 7:00 | French Composition and Conversation.....                     | 111 |
| 7:00 | German Composition and Conversation (second year).....       | 108 |
| 7:00 | Elementary Calculus.....                                     | 224 |
| 7:00 | Elementary Spanish.....                                      | 103 |
| 7:30 | Descriptive Astronomy.....                                   | 104 |
| 7:30 | Sales Management (Salesmanship and Personal Efficiency)..... | 102 |
| 7:45 | Applied Psychology.....                                      | 107 |
| 7:45 | New Voices: Twentieth-Century Poetry.....                    | 109 |
| 8:00 | English Literature Survey.....                               | 113 |
| 8:00 | Play Acting (Dramatic Art).....                              | 104 |

## WEDNESDAY CLASSES (February 2)

|      |   |            |
|------|---|------------|
| 4:30 | Public Speaking (first semester).....     | 224        |
| 4:30 | History and Appreciation of Painting..... | Adm. Bldg. |
| 4:30 | Freehand Perspective.....                 | Adm. Bldg. |
| 6:30 | Public Speaking (second semester).....    | 224        |
| 7:00 | Elementary French.....                    | 109        |
| 7:30 | Auditing, Part I.....                     | 107        |
| 7:30 | Conversational German.....                | 108        |
| 8:00 | Public Speaking (first semester).....     | 224        |
| 8:00 | Physiology.....                           | 102        |

## THURSDAY CLASSES (February 3)

|      |   |     |
|------|---|-----|
| 4:30 | Social Ethics.....                                    | 113 |
| 6:15 | History of the Hebrew Commonwealth.....               | 113 |
| 6:15 | Current Events.....                                   | 104 |
| 6:15 | The Social Application of the Teachings of Jesus..... | 106 |
| 6:30 | Commercial Correspondence.....                        | 107 |
| 6:30 | Appreciation of Music.....                            | 112 |
| 7:00 | Qualitative Analysis.....                             | 332 |
| 7:00 | Modern French Prose.....                              | 111 |
| 7:00 | First-Year German.....                                | 108 |
| 7:00 | Trigonometry.....                                     | 103 |
| 7:00 | Analytic Geometry.....                                | 224 |
| 7:30 | Business English.....                                 | 109 |
| 7:45 | Literature of the Bible.....                          | 102 |
| 7:45 | National and International Questions of Today.....    | 104 |
| 7:45 | Introduction to World Politics.....                   | 104 |
| 7:45 | Training the Child in the Christian Family.....       | 106 |
| 8:00 | History of the Opera.....                             | 112 |

## FRIDAY CLASSES (February 4)

|      |                            |     |
|------|----------------------------|-----|
| 4:15 | Invertebrate Zoölogy.....  | 103 |
| 7:00 | Methods in Arithmetic..... | 102 |
| 7:00 | Elementary French.....     | 109 |
| 7:00 | General Mathematics.....   | 111 |
| 7:00 | Elementary Calculus.....   | 224 |
| 7:00 | Elementary Spanish.....    | 103 |
| 7:00 | Modern German Authors..... | 108 |
| 7:30 | Genetics.....              | 104 |

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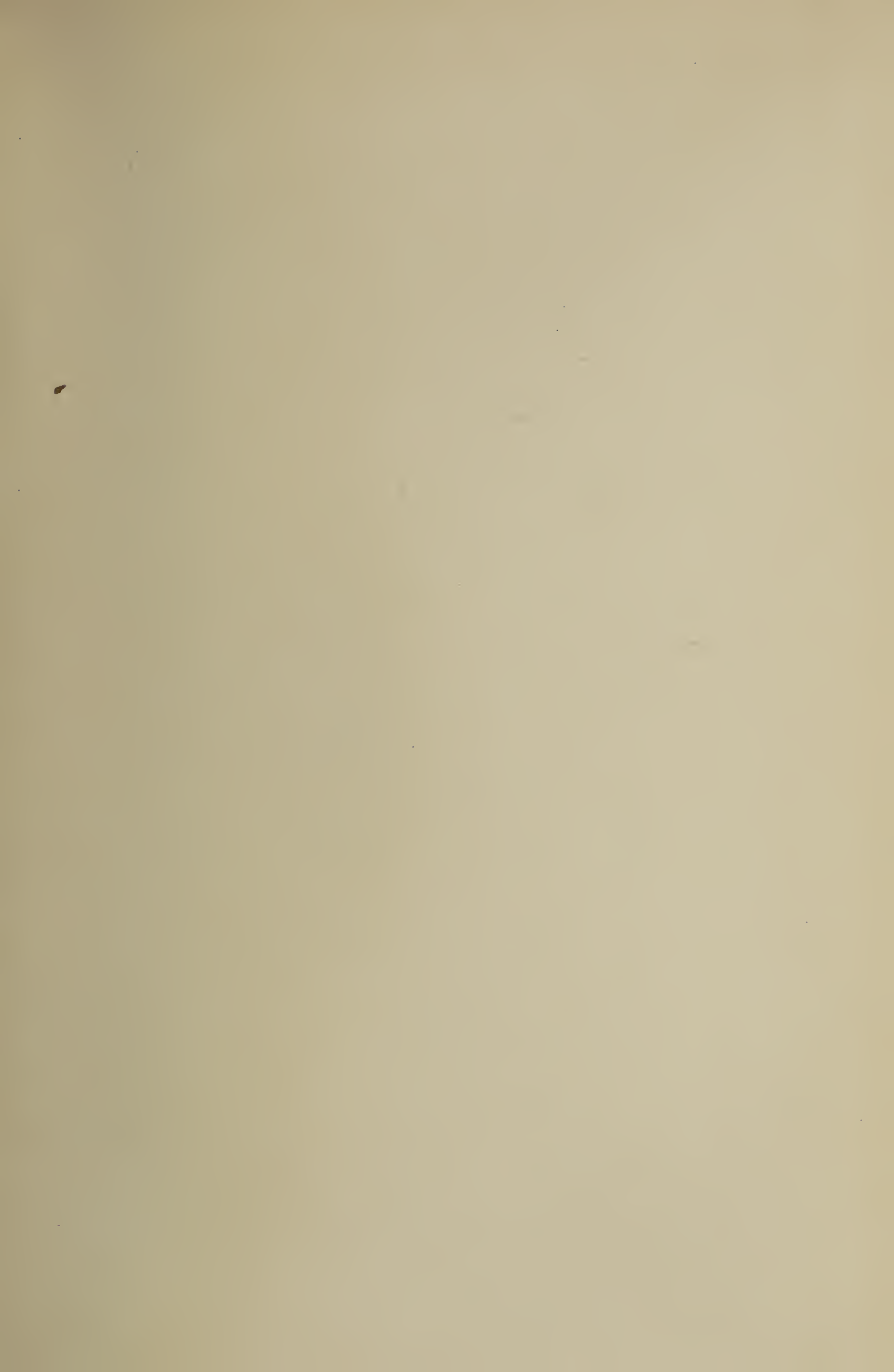
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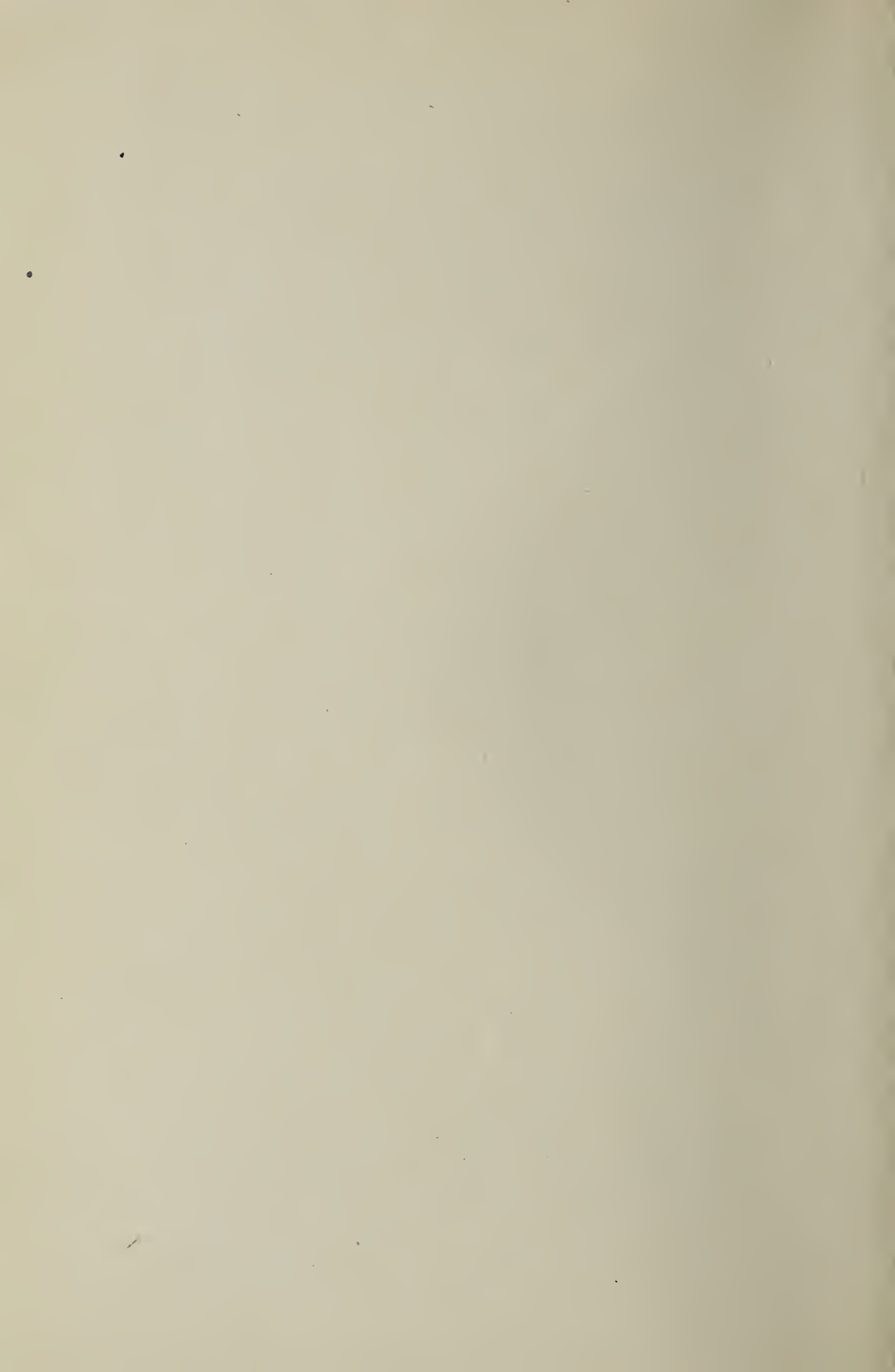
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INDIANA UNIVERSITY

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|---|-----|
| Enrollment fee (required of new students, payable but once) ..... | \$1 |
| One hour course .....   | 4   |
| Two hour course .....   | 8   |
| Three hour course .....   | 12  |
| Five hour course .....  | 20  |

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INDIANA UNIVERSITY  
EXTENSION DIVISION

CORRESPONDENCE STUDY

APPLICATION BLANK

|  |                   |   |             |
|--|-------------------|---|-------------|
| 1. Name of applicant in full, Mr. Mrs. Miss                                | last name         | first name                                      | middle name |
| 2. Address in full   | street and number | town  | county      |
| 3. Previous training (high school, college, extension courses, etc.,)      |                   | state   |             |
| 4. Age   |                   |   |             |
| 5. Have you ever attended Indiana University?                              |                   | If so, give years                               |             |
| 6. Profession  |                   |   |             |
| 7. Are you now attending school anywhere?                                  |                   |   |             |
| 8. Course desired  |                   | (Give exact title and number of course desired) |             |
| 9. Have you previously taken work by correspondence at Indiana University? |                   |   |             |
| 10. Do you wish university credit?   |                   |   |             |
| 11. Amount of money enclosed with this application                         |                   |   |             |
| 12. How did you learn of the Bureau of Correspondence Study?               |                   |   |             |

Signature of Applicant

Date

The fee should be enclosed with this application. This is to be filled out and mailed to the

CORRESPONDENCE STUDY BUREAU,  
Extension Division,  
Indiana University,  
Bloomington, Indiana.

(Duplicates of this blank will be sent upon request.)

(Over)



## Correspondence Study Courses

CORRESPONDENCE STUDY is an arrangement which permits men and women who are unable to leave their homes and their work to receive the instruction and training they need. The state is able to approach democracy in education not only by serving those who can come to its schools, but by carrying its services to those who are engaged elsewhere in other services.



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# Extension Service to the State

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SINCE Indiana University is supported by the whole community, it endeavors, thru the Extension Division, to give the people of every city and country district the opportunity to take university courses and to use its wide resources for individual and social development.

Much as the agricultural colleges provide instruction and coöperative service in the development of farming and agricultural practice, so also the state universities teach the people and give service to help meet the problems of industry and of general social well-being. As agricultural extension aims to make better and more practical farmers, so general university extension aims to make better citizens, better clerks, teachers, home-makers, business managers, lawyers, physicians, ministers, and community leaders. In addition, the Extension Division disseminates information on economic and social problems and coöperates with chambers of commerce, women's clubs, parent-teacher associations, and various civic and governmental organizations in meeting more efficiently the task of sound community development.

**The Work of the Division.** The Extension Division offers to the state varied kinds of services, among which are the following:

Instruction by mail to any mature person in regular and special university courses and high school courses.

Teaching in classes in various cities and towns in a wide range of subjects.

Guidance and assistance in systematic reading in literature and social science.

Suggestion and material assistance in the organization and development of community centers, parent-teacher clubs, and similar organizations.

Special assistance in investigation and study of community problems such as child welfare, citizenship, marketing.

Publication in readable and interesting form of the results of scientific investigation and research.

Selection of materials, package libraries, and references for public discussion for high schools, civic societies, women's clubs.

Organization of campaigns in public health, physical training, supervised play and recreation, municipal improvement.

Clearing-house service in providing university and other lecturers and speakers for public meetings.

Providing lantern slides, motion pictures, and exhibits for community purposes.

Address:

EXTENSION DIVISION,  
Indiana University,  
Bloomington, Indiana.

# The Bureau of Correspondence Study

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# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

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## General Information

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### PURPOSE, MEANING, AND ADVANTAGES OF CORRESPONDENCE STUDY

Indiana University offers both University and High School courses to those who are unable to take such work in the classroom. Statistics show that a large percentage of those who enter the schools do not reach the University. Perhaps they are forced out by the necessity of earning a living or by the attractiveness of what seems to be good wages. It was with the needs of these students in mind that Indiana University organized the Bureau of Correspondence Study.

Correspondence Study is instruction by means of lesson outlines. Each lesson corresponds to a class recitation. The student has opportunity to develop his initiative, self-reliance, and independence of thought and expression. He has ample time in which to complete the course, and his investigations may be as thoro as conditions will allow. Since he studies and recites the whole lesson he stands in the relation to the teacher as an individual.

Home study courses make a general appeal to those who cannot leave their homes or occupations to attend school. They are especially helpful to the following groups:

1. Those who wish to commence or continue work in University subjects for the purpose of securing a degree.
2. High school graduates who feel the need of further education in general or in special lines but who do not wish to secure a degree.
3. High school non-graduates who wish to qualify for a high school diploma, state equivalency certificate, or entrance to the University.
4. Teachers who wish to secure University credit which will count toward their certificates.
5. Professional and business men who wish to supplement their training.
6. Men and women in general who are fully occupied with other work but who wish to keep up with the advancement of knowledge without regard to their previous training.

### ELIGIBILITY

Any student who is not enrolled in an institution of learning may

register for Correspondence work. If he wishes to receive University credit for the work he must be a graduate of a commissioned high school or present entrance credits as follows:\*

- A. Prescribed subjects, 11 units, distributed as follows:
  - 1. English, 3 units.
  - 2. Mathematics, 2 units (algebra, 1 unit; plane geometry, 1 unit).
  - 3. Foreign language, 2 units in one language.†
  - 4. History, 1 unit.
  - 5. Science, 1 unit in one science (general science not accepted).
  - 6. Two additional units selected from the above subjects.
- B. Elective subjects, 5 units.

#### PLAN OF THE COURSES

**University Courses.** The courses are prepared by members of the University Faculty and each represents a definite amount of work equivalent to the work done in residence at the University. The courses have been arranged so as to coördinate with the regular residence work. They are, therefore, designated as "two-hour" courses, "three-hour" courses, and "five-hour" courses. A two-hour course represents an amount of work equivalent to that of a regular course in which the class meets twice a week for a period of eighteen weeks (one semester). It is assumed that the work on a course of this length may be done by the average student in eighteen weeks on a minimum leisure for study of one hour a day for six days in the week. However, the student has the privilege of pursuing his studies as rapidly as he is able, provided he does not exceed an hour's credit a week. The three-hour courses and the five-hour courses represent respectively one and one-half, and two and one-half times the amount of work prescribed for a two-hour course. No student is allowed to earn more than one credit each week.

The majority of the courses have been planned on the basis of eighteen lessons for each hour of credit, to correspond with the number of recitations a student has in residence at the University. In some courses the assignment may call for a single lesson report; in other courses the assignment combines two, three, or more lessons. The amount of work necessary to secure one hour of credit is substantially the same in all departments, irrespective of the number of lessons.

**High School Courses by Correspondence.** The Bureau of Correspondence Study now offers a complete four-years' high school course by Correspondence. This work is offered for those who have been unable to finish their high school work and now wish to do so. The courses are the equivalent of those offered in the commissioned high schools of Indiana. They are conducted by well-known high school teachers or by University professors. The credit earned is accepted by Indiana University as entrance credit and by the State Department of Education

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\* Students who expect to enter the University are advised to write to the Registrar for a copy of the University Catalog.

† If the student should offer two units in one foreign language, thereby meeting the language requirement for admission, entrance credit may be allowed for one or more additional units of foreign language taken as an elective in the high school course.



in lieu of credits earned by taking the state equivalency examination. Other universities and high schools of the state accept the credit, but this acceptance is to be decided by the dean or principal of the school involved. In such cases the student is advised to talk the matter over with the authorities of the school in question so that there will be no doubt about the matter.

The high school courses are based on the unit of credit. A unit course represents an amount of work equivalent to a regular high school course in which a class meets five times a week for a period of 36 weeks. A unit is equivalent to two credits as many high schools define the term "credit". The outlines are based on state high school texts. A course giving one unit of credit contains approximately twenty assignments. A half-unit course contains ten assignments. Courses are offered in the following departments:

English  
History  
French  
Civics

Commercial Subjects  
Science  
Latin  
Spanish

# Directions

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## APPLICATION

Read the bulletin carefully, keeping in mind the purpose you have in undertaking the work.

Select a course which you feel will meet your needs. If you are in doubt as to the proper course to select, consult the following sources of information:

For entrance to the University, transfer of credits from other institutions, or credit toward graduation, consult the Dean of the College of Arts and Sciences, Indiana University. (See Bulletin of the College of Arts and Sciences.)

For credit toward teachers' certificates consult the Dean of the School of Education, Indiana University, or your County or City Superintendent.

For general information and assistance, or for description of courses, consult the Secretary of the Bureau of Correspondence Study, Extension Division, Indiana University.

In writing for assistance, explain fully your purpose in taking the work and describe your previous training.

If enrolling for a *University* course fill out the application blank which you will find in the front of the bulletin.

If enrolling for a *High School* course fill out the application blank which you will find at the back of the bulletin.

Write plainly.

Enroll in one course only unless you have obtained the consent of the Secretary to take two courses.

## FEES

The entire fee must be enclosed with the application.

There is a registration fee of \$1 payable the first time a student registers in the Correspondence Study Bureau.

The instructor's fee for a course giving University credit is \$4 a semester hour. Thus, a two-hour course costs \$8, a three-hour course \$12, etc., plus the enrollment fee of \$1 for the first registration.

The instructor's fee for a course giving high school credit is \$15 a unit or \$7.50 a half-unit plus the enrollment fee of \$1 for the first registration. (See pages 61-66.)

The check or money order should be made payable to U. H. Smith, Bursar of Indiana University.

Fees cannot be refunded after the student has been enrolled unless he registers for the same course in residence.

If for any reason an application is not accepted the fee will be returned.

## TEXTBOOKS AND REFERENCES

As soon as an application is accepted the student is sent the list of required texts and the first assignments in the course. The required



texts and recitation paper may be ordered from the Indiana University Bookstore, Bloomington, Ind., or from the publishers. All orders for texts from the Indiana University Bookstore should be sent direct to that store.

Students are advised to use their local libraries as much as possible. The librarians are very glad to coöperate with correspondence students. The Public Library Commission, State House, Indianapolis, will lend books for a limited period of time. The University Library does not make a policy of lending books, but it will do so if the book is not in great demand. Bulletins listed in the lesson assignments may be ordered from the Federal Departments, Washington, D.C., or from other state universities.

#### SUPPLEMENTARY AIDS

The Package Library Bureau of the Extension Division of Indiana University is prepared to lend package libraries on numerous subjects of a political, economic, and social nature. The correspondence student is advised to write to this department for a list of its services. The Libraries are very valuable to students studying such courses as Political Science, Economics, Sociology, Home Economics, etc.

#### GRADES

The quality of a student's work is indicated by the following grades: A, B, C, D, Conditioned, Failed. These grades stand approximately for per cents as follows: A, 95 to 100; B, 85 to 94; C, 75 to 84; D, 65 to 74. C+ is regarded as the average grade.

#### TIME ALLOWANCE AND EXTENSION OF TIME

The student is allowed a year in which to complete a course. If he is unable to finish a course in that time it is possible to secure an extension of six months upon payment of a renewal fee of \$2.

The Bureau cannot guarantee that all courses will be promptly taken care of during the summer months. During the instructor's vacation a substitute will be provided if possible, or the time for completing the course will be extended.

If a student enrolls in school before finishing his correspondence course he is asked to notify the Secretary. An extension of time will be allowed for the time spent in residence work.

#### EXAMINATIONS

Students who wish to receive credit for their work are required to take a final examination over the entire course. The examination must be taken under the supervision of some *school official* provided the student cannot come to Bloomington or go to the Indianapolis or Fort Wayne Extension Centers. The county or city superintendent of schools or the high school principal is generally willing to supervise the examination.

When the student is ready for the examination he is to make the necessary arrangements with the *school official* and notify the Secretary accordingly. The supervisor's name and address should be filed with the Secretary at least one week in advance of the time set for the examination. No examination can be sent until all lessons have been received.

# Credit Value of Correspondence Study

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## UNIVERSITY CREDIT

Students who wish to receive University credit for their work will please note the following points:

1. Persons who have had the required amount of work for admission to the University will, upon satisfactory completion of a correspondence course, receive University credit.

2. The maximum amount of work done by correspondence shall not exceed one hour of credit a week which is one-sixth of an hour a day, not counting Sunday.

3. The maximum credit granted for work done by correspondence may not exceed ten hours in any one department nor one-half the total number of hours of credit required for graduation (i.e., sixty hours out of one hundred twenty-four).

4. At the completion of each correspondence study course for University credit, the student shall be required to take an examination. This shall be held under the direction of a local *school official*.

5. Work taken for credit may not be done by any student while in attendance at *any* institution of learning, unless written permission from the dean of that institution is filed with the Secretary.

6. The work of the Senior year must be taken in residence with the exception of four hours' credit which may be earned by correspondence.

7. Credit for advanced degrees cannot be given for work taken by correspondence. Candidates for the degrees of A.M. and Ph.D. may make up deficiencies in their undergraduate work thru this method. (See page 15.)

8. If the student has a record of resident work in the University the credit gained thru correspondence courses is immediately transferred to that record in the Registrar's office; if not, the credit is held in the office of the Bureau of Correspondence Study until the student secures such a record. Final records will be sent to other institutions on request.

9. All University courses offered by the Bureau of Correspondence Study, whether taken for credit or not, are on a University basis with reference to the amount of work covered. The courses have, therefore, a definite value in terms of credit hours; and all students who successfully complete such courses will be awarded certificates to that effect.

10. The correspondence study courses announced in this bulletin are open to nonresidents of the state of Indiana upon the same conditions as they are open to residents of the state.

11. Students who expect to take correspondence study courses for University credit are advised to send for the bulletin of the College of Arts and Sciences in order that they may secure information concerning the requirements for graduation and be enabled to plan their work to the



best advantage. Address the Registrar of Indiana University, Bloomington, Ind., for this bulletin.

#### NON-CREDIT WORK

Students who do not wish University credit for their work are not required to fulfil the usual entrance requirements or to take the final examination. However, if they wish to receive a final grade for the entire course the examination must be taken.

The majority of University courses described in the bulletin are suited to students desiring University credit and to those who wish to study merely for the benefit they will derive. The high school courses are intended for students who have been unable to complete their high school work and now wish to do so.

#### CORRESPONDENCE COURSES IN RELATION TO GRADUATE STUDY

Direct credit for advanced degrees cannot be given for work taken by correspondence. Indirectly, however, graduate students may use correspondence credit to facilitate the completion of their advanced work. Many courses are especially helpful in preparation for thesis work and examinations.

The attention of students in advanced work is called to the services of the Bureau of Public Discussion of the Extension Division. This Bureau lends free of charge pamphlets, bulletins, and magazine articles from authentic sources, on subjects of a political, social, and economic nature.

#### PRESCRIBED SUBJECTS

For graduation from the College of Arts and Sciences of Indiana University, students are required to pass in the following prescribed work:

Group A. Four hours of English composition (English 1).

Group B. One hour of Hygiene lectures.

Group C. Twenty hours of language. The twenty hours may all be taken in one language or may be divided between two, provided that a student beginning Greek, Latin, German, French, Spanish, or Italian must take at least one year of daily recitations in that language, and receive credit for ten hours in it, before the work can in any way be counted toward graduation. The courses available in each language are as follows: Greek 1 (first year), and 4 and 5 (second year); Latin 11, 12, 13, and 14 (first year), and 24, 25, 26, and 27 (second year); French, Romance 1 (first year), and Romance 4 and 19 (second year); Spanish, Romance 15 (first year), and Romance 20 and 31 (second year); Italian, Romance 14 (first year); German 1 (first year), and German 2, 3a, and 3b (second year); Comparative Philology 2 and 3, or 2 and 7 (first year) and five hours to be arranged (second year).

Group D. Twenty hours in a group consisting of mathematics and natural science. Ten hours shall be chosen from each of two different departments, one of which must be the Department of Mathematics, Chemistry, or Physics. The following are the courses which may be

used to meet this requirement: Mathematics 2, 3, and 6; Astronomy 1, 3, and 4, or 1, 2, and 4; Physics 1 and 2; Psychology 4 and Anatomy 7, or Psychology 4 and 1 (with one additional hour prescribed by the Department of Psychology and Philosophy); Chemistry 1 and 3; Geology 1 or 6; Zoölogy 1, 2, 4, 5, and 32; Botany 1; Anatomy 8, and either 7 and 15, or one semester of dissection; Physiology 3.

Group E. Fourteen hours chosen from the following subjects: history; political science; economics and sociology; English literature; journalism; Greek literature in English translation, and Greek life; philosophy; education; fine arts; music; history of the English language (Comparative Philology 1), and ballad and epic (Comparative Philology 6). Courses technical or professional in character may not be counted in this group.

The following courses are available in this group: in history and political science, all announced courses; in economics and sociology, all courses; in philosophy, all courses except experimental psychology; in education, Courses 1, 3, 6, 10, 12, 15, and 17, that is, all courses except those purely professional and technical in character; in fine arts, Courses 2, 3, 10, 20 open to advanced students, other courses open to Freshmen and Sophomores; in Greek, courses in Greek life (Greek 14) and Greek literature in English translation (Greek 18); in English, courses in English literature; in philology, Courses 1 and 6; in music, all credit courses.

Group F. Four hours in military training or physical education.

The above information on prescribed subjects is taken from the bulletin of the College of Arts and Sciences.

**Prescribed Work Available thru Correspondence Study.** A large part of the work prescribed in Groups A, C, D, and E may be taken by correspondence, as may be seen from an examination of the courses announced in this bulletin.



# Information for Teachers

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The Correspondence Study Bureau of the Extension Division offers a number of courses which are of particular help to teachers. For the benefit of those who are interested in gaining additional credit on their licenses we are listing the requirements for certain certificates as set forth in the bulletin of the School of Education; also the rulings of the State Board of Education of Indiana in connection with Correspondence credit in relation to teacher training.

## CORRESPONDENCE STUDY IN RELATION TO TEACHER TRAINING

Applicants for correspondence study courses who wish to apply credits gained in this way on their teachers' certificates are urged to note the following points:

1. A limit of six semester hours to a department is placed upon correspondence work taken for the purpose of securing credit toward a teacher's certificate.

2. In no case may more than half of the work required for the certificate be taken by correspondence.

3. No part of the first thirty-six weeks' training toward any grade of certificate may be taken by correspondence. However, a student who has had thirty-six weeks of resident work may make up a deficiency due to failure to take certain required courses.

4. The State Department of Public Instruction recommends that teachers in service should not attempt to carry more than one course by correspondence, but two courses may be carried concurrently with the approval of the local superintendent.

5. Approximately ten semester hours is the equivalent of twelve weeks' work.

6. To reduce term hours to semester hours, multiply the number of term hours by two-thirds. Three term hours equal two semester hours.

7. Teachers who are in doubt about the courses which they are required to take in order to secure their certificates are advised to write to Dean H. L. Smith of the School of Education, Indiana University, giving him full information concerning the situation.

8. All courses offered by the Bureau of Correspondence Study may be applied toward the North Central Certificate.

## TRAINING CURRICULA FOR TEACHERS' LICENSES\*

### ELEMENTARY SCHOOL TEACHER'S LICENSES

The State Board of Education has made provision for five kinds of elementary licenses. The training curricula for four of these are offered

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\* Taken from the 1926-27 bulletin of the School of Education, which is in effect as this bulletin goes to press. However, in order to obtain the latest rulings on teachers' licenses, the student should write to the School of Education, Indiana University.

in Indiana University. At present this University does not offer courses leading to the kindergarten license. The curricula offered for elementary school teacher's licenses are those leading to the rural, the primary, the intermediate-grammar grade, and the special elementary school teacher's licenses.

On October 17, 1924, the State Board of Education adopted the following regulations:

"(1) Students completing the first year of the rural school teacher's course shall receive a second grade license valid in any elementary school of the state.

"(2) Students completing the first year of the rural school course may enter the second year of either the primary or intermediate-grammar grade course without loss of credit, and, upon completion of the second year of such course, shall receive a corresponding first grade license."

In view of the above regulations, students enrolling for the elementary teacher's course at Indiana University are advised to carry the work of the Rural Teacher's Licenses curriculum during their first year.

### RURAL SCHOOL TEACHER'S LICENSE\*

#### Second Grade

##### *First Semester*

| Courses                        |          | Semester Hours |
|--------------------------------|----------|----------------|
| Introduction to Teaching ..... | Ed. 1    | 3              |
| English Literature .....       | Eng. 2a  | 3              |
| General Mathematics .....      | Math. 4t | 3              |
| English Composition .....      | Eng. 1a  | 2              |
| Public School Music .....      | Ed. 42   | 2              |
| Reading and Phonics .....      | Ed. 61   | 2              |
|                                |          | —              |
|                                |          | 15             |

##### *Second Semester*

|                              |          |    |
|------------------------------|----------|----|
| Educational Psychology ..... | Ed. 35   | 3  |
| United States History .....  | Hist. 5a | 3  |
| English Composition .....    | Eng. 1b  | 2  |
| Methods in Arithmetic .....  | Ed. 4Ar. | 2  |
| Geography .....              | Geol. 9a | 5  |
|                              |          | —  |
|                              |          | 15 |

#### Notes:

1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University, but must carry the prescribed work in physical education and military training.

\* See page 17, point 3.



2. Each student, before he is certified, must meet the standard tests in both handwriting and spelling.

Validity:

A rural school teacher's license, second grade, is valid for two years, renewable thereafter for two-year periods on presentation of evidence of:

- (1) one year of successful experience,
- (2) professional spirit,
- (3) additional school preparation equivalent to 10 semester hours.

It is good for teaching in any one-teacher elementary school, and in any graded school.

The additional school preparation necessary to keep this license in force should be chosen from the third- and fourth-semester courses leading to the first grade of rural school teacher's license.

RURAL SCHOOL TEACHER'S LICENSE\*

First Grade

First Semester

| Courses                        |          | Semester Hours |
|--------------------------------|----------|----------------|
| Introduction to Teaching ..... | Ed. 1    | 3              |
| English Literature .....       | Eng. 2a  | 3              |
| General Mathematics .....      | Math. 4t | 3              |
| English Composition .....      | Eng. 1a  | 2              |
| Public School Music .....      | Ed. 42.  | 2              |
| Reading and Phonics .....      | Ed. 61   | 2              |
|                                |          | —              |
|                                |          | 15             |

Second Semester

|                              |          |    |
|------------------------------|----------|----|
| Educational Psychology ..... | Ed. 35   | 3  |
| United States History .....  | Hist. 5a | 3  |
| English Composition .....    | Eng. 1b  | 2  |
| Methods in Arithmetic .....  | Ed. 4Ar. | 2  |
| Geography .....              | Geol. 9a | 5  |
|                              |          | —  |
|                              |          | 15 |

Third Semester

|  |             |    |
|--|-------------|----|
| Principles of Instruction and Management ....          | Ed. 2       | 2  |
| United States and Indiana History .....                | Hist. 5t    | 3  |
| Physiology and Hygiene .....                           | Physiol. 1  | 3  |
| Methods in the Social Sciences and Language Arts ..... | Ed. 4       | 3  |
| Rural Education .....                                  | Ed. 62      | 2  |
| The Nature and Practice of Play .....                  | Phys. Ed. 8 | 2  |
|  |             | —  |
|  |             | 15 |

\* See page 17, point 3.

Fourth Semester

|   |                            |    |
|---|----------------------------|----|
| Community Civics .....                    | Pol. Sci. 1t               | 3  |
| Drawing and Handwork .....                | Ed. 4Dr.                   | 3  |
| Tests and Measurements .....              | Ed. 79                     | 2  |
| *Supervised Teaching (one-teacher school) | Ed. 36                     | 5  |
| Nature Study .....                        | either Zoöl. 4 or Bot. 17t | 2  |
|   |                            | —  |
|   |                            | 15 |

or in place of this course and Rural Education (Ed.62) the student may elect four hours of Agricultural Botany (Bot. 22) or five hours of Home Economics (H. Econ. 2 or 11).

Notes:

- 1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University, but must carry the prescribed work in physical education and military training.
- 2. Each student, before he is certified, must meet the standard test in both handwriting and spelling.
- 3. Students who have had forty months of successful teaching experience prior to graduation may be exempted from practice teaching required for the first grade license. Such exemption is based upon a certificate of experience issued by the State Department of Public Instruction. The student may substitute five hours of approved professional work in lieu of the five hours of supervised teaching.

Validity:

A rural school teacher's license, first grade, is valid for five years, renewable thereafter for life on presentation of evidence of three years of successful experience and professional spirit, and is good for teaching in any one-teacher elementary school or in any graded school.

PRIMARY TEACHER'S LICENSE\*

Second Grade

First Semester

| Courses   |          | Semester Hours |
|---|----------|----------------|
| Introduction to Teaching .....                        | Ed. 1    | 3              |
| English Literature .....                              | Eng. 2a  | 3              |
| General Mathematics .....                             | Math. 4t | 3              |
| English Composition .....                             | Eng. 1a  | 2              |
| Public School Music .....                             | Ed. 42   | 2              |
| Reading and Phonics (emphasis on primary grade) ..... | Ed. 61   | 2              |
|   |          | —              |
|   |          | 15             |

\* 1. No one will be accepted in practice teaching whose general average is less than C.  
2. No one will be accepted for practice teaching whose general average in professional courses is less than C.  
3. No one will be accepted for practice teaching who has a grade of less than C in Special Methods Courses (61, 4, 4 Ar.).



Second Semester

|  |                           |    |
|--|---------------------------|----|
| English Composition .....                                  | Eng. 1 <i>b</i>           | 2  |
| Educational Psychology .....                               | Ed. 35                    | 3  |
| United States History .....                                | Hist. 5 <i>a</i>          | 3  |
| Methods in Arithmetic (emphasis on primary<br>grade) ..... | Ed. 4 <i>A</i> <i>r</i> . | 2  |
| Geography .....  | Geol. 9 <i>a</i>          | 5  |
|  |                           | —  |
|  |                           | 15 |

Notes:

1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University but must carry the prescribed work in physical education and military training.

2. Each student, before he is certified, must meet the standard test in both handwriting and spelling.

Validity:

A primary teacher's license, second grade, is valid for two years, renewable thereafter for two-year periods on presentation of evidence of:

- (1) one year of successful experience,
- (2) professional spirit,
- (3) additional school preparation equivalent to 10 semester hours.

It is good for teaching in the first, second, third, and fourth grades of any elementary school.

The additional school preparation necessary to keep this license in force should be chosen from the third- and fourth-semester courses leading to the first grade of primary teacher's license.

PRIMARY TEACHER'S LICENSE\*

First Grade

First Semester

| Courses  |                  | Semester Hours |
|--|------------------|----------------|
| Introduction to Teaching .....                           | Ed. 1            | 3              |
| English Literature .....                                 | Eng. 2 <i>a</i>  | 3              |
| General Mathematics .....                                | Math. 4 <i>t</i> | 3              |
| English Composition .....                                | Eng. 1 <i>a</i>  | 2              |
| Public School Music .....                                | Ed. 42           | 2              |
| Reading and Phonics (emphasis on primary<br>grade) ..... | Ed. 61           | 2              |
|  |                  | —              |
|  |                  | 15             |

Second Semester

|  |                           |    |
|--|---------------------------|----|
| English Composition .....                                  | Eng. 1 <i>b</i>           | 2  |
| Educational Psychology .....                               | Ed. 35                    | 3  |
| United States History .....                                | Hist. 5 <i>a</i>          | 3  |
| Methods in Arithmetic (emphasis on primary<br>grade) ..... | Ed. 4 <i>A</i> <i>r</i> . | 2  |
| Geography .....  | Geol. 9 <i>a</i>          | 5  |
|  |                           | —  |
|  |                           | 15 |

\* See page 17, point 3.

Third Semester

|  |             |    |
|--|-------------|----|
| Principles of Instruction and Management ....                                      | Ed. 2       | 2  |
| United States and Indiana History .....  | Hist. 5t    | 3  |
| Physiology and Hygiene .....   | Physiol. 1  | 3  |
| Methods in Social Sciences and Language Arts<br>(emphasis on primary grades) ..... | Ed. 4       | 3  |
| Observation in Primary Grades .....  | Ed. 36 Ao   | 2  |
| The Nature and Practice of Play .....  | Phys. Ed. 8 | 2  |
|  |             | —  |
|  |             | 15 |

Fourth Semester

|                              |                     |    |
|------------------------------|---------------------|----|
| Community Civics .....       | Pol. Sci. 1t        | 3  |
| Drawing and Handwork .....   | Ed. 4Dr.            | 3  |
| Tests and Measurements ..... | Ed. 79              | 2  |
| Nature Study .....           | Zoöl. 4 or Bot. 17t | 2  |
| Children's Literature .....  | Eng. 73             | 2  |
| *Supervised Teaching .....   | Ed. 36At.           | 3  |
|                              |                     | —  |
|                              |                     | 15 |

- Notes:
1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University, but must carry the prescribed work in physical education and military training.
  2. Each student, before he is certified, must meet the standard test in both handwriting and spelling.
  3. Students who have had forty months of successful teaching experience prior to graduation may be exempted from practice teaching required for the first grade license. Such exemption is based upon a certificate of experience issued by the State Department of Public Instruction. The student may substitute five hours of approved professional work in lieu of the five hours of supervised teaching.

Validity:

A primary teacher's license, first grade, is valid for five years, renewable thereafter for life on presentation of evidence of three years of successful experience and professional spirit and good for teaching in the first, second, third, and fourth grades of any elementary school.

INTERMEDIATE-GRAMMAR GRADE TEACHER'S LICENSE†

Second Grade

First Semester

| Courses                        |         | Semester Hours |
|--------------------------------|---------|----------------|
| Introduction to Teaching ..... | Ed. 1   | 3              |
| English Literature .....       | Eng. 2a | 3              |

\*1. No one will be accepted in practice teaching whose general average is less than C.  
2. No one will be accepted for practice teaching whose general average in professional courses is less than C.  
3. No one will be accepted for practice teaching who has a grade of less than C in Special Methods Courses (61, 4, 4Ar.).  
† See page 17, point 3.



|   |          |    |
|---|----------|----|
| General Mathematics .....                             | Math. 4t | 3  |
| English Composition .....                             | Eng. 1a  | 2  |
| Public School Music .....                             | Ed. 42   | 2  |
| Reading and Phonics (emphasis on grammar grade) ..... | Ed. 61   | 2  |
|   |          | —  |
|   |          | 15 |

Second Semester

|   |          |    |
|---|----------|----|
| English Composition .....                               | Eng. 1b  | 2  |
| Educational Psychology .....                            | Ed. 35   | 3  |
| United States History .....                             | Hist. 5a | 3  |
| Methods in Arithmetic (emphasis on grammar grade) ..... | Ed. 4Ar. | 2  |
| Geography .....   | Geol. 9a | 5  |
|   |          | —  |
|   |          | 15 |

Notes:

- 1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University, but must carry the prescribed work in physical education and military training.
- 2. Each student, before he is certified, must meet the standard tests in both handwriting and spelling.

Validity:

An intermediate-grammar grade teacher's license, second grade, is valid for two years, renewable thereafter for two-year periods on presentation of evidence of:

- (1) one year of successful experience,
- (2) professional spirit;
- (3) additional school preparation equivalent to 10 semester hours.

It is good for teaching in the fourth, fifth, sixth, seventh, and eighth grades of any elementary school.

The additional school preparation necessary to keep this license in force should be chosen from the third- and fourth-semester courses leading to the first grade, intermediate-grammar grade teacher's license.

INTERMEDIATE-GRAMMAR GRADE TEACHER'S LICENSE\*

First Grade

First Semester

| Courses                        |          | Semester Hours |
|--------------------------------|----------|----------------|
| Introduction to Teaching ..... | Ed. 1    | 3              |
| English Literature .....       | Eng. 2a  | 3              |
| General Mathematics .....      | Math. 4t | 3              |
| English Composition .....      | Eng. 1a  | 2              |

\* See page 17, point 3.

|   |        |    |
|---|--------|----|
| Public School Music .....                             | Ed. 42 | 2  |
| Reading and Phonics (emphasis on grammar grade) ..... | Ed. 61 | 2  |
|   |        | —  |
|   |        | 15 |

*Second Semester*

|   |          |    |
|---|----------|----|
| English Composition .....                               | Eng. 1b  | 2  |
| Educational Psychology .....                            | Ed. 35   | 3  |
| United States History .....                             | Hist. 5a | 3  |
| Methods in Arithmetic (emphasis on grammar grade) ..... | Ed. 4Ar. | 2  |
| Geography .....   | Geol. 9a | 5  |
|   |          | —  |
|   |          | 15 |

*Third Semester*

|   |             |    |
|---|-------------|----|
| Principles of Instruction and Management ....                                   | Ed. 2       | 2  |
| United States and Indiana History .....   | Hist. 5t    | 3  |
| Physiology and Hygiene .....  | Physiol. 1  | 3  |
| Methods in Social Sciences and Language Arts (emphasis on grammar grades) ..... | Ed. 4       | 3  |
| Observation in the Intermediate Grades ..                                       | Ed. 36Bo    | 2  |
| The Nature and Practice of Play .....   | Phys. Ed. 8 | 2  |
|   |             | —  |
|   |             | 15 |

*Fourth Semester*

|  |              |    |
|--|--------------|----|
| Community Civics .....                   | Pol. Sci. 1t | 3  |
| Drawing and Handwork .....               | Ed. 4Dr.     | 3  |
| Tests and Measurements .....             | Ed. 79       | 2  |
| Nature Study (Zoöl. 4 or Bot. 17t) ..... |              | 2  |
| Children's Literature .....              | Eng. 73      | 2  |
| *Supervised Teaching (grammar grades) .. | Ed. 36Bt     | 3  |
|  |              | —  |
|  |              | 15 |

**Notes:**

1. Students enrolled for this license in the School of Education are relieved from the Freshman requirements of the University, but must carry the prescribed work in physical education and military training.

2. Each student, before he is certified, must meet the standard tests in both handwriting and spelling.

3. Students who have had forty months of successful teaching experience prior to graduation may be exempted from practice teaching

\*1. No one will be accepted in practice teaching whose general average is less than C.

2. No one will be accepted for practice teaching whose general average in professional courses is less than C.

3. No one will be accepted for practice teaching who has a grade of less than C in Special Methods Courses (61, 4, 4Ar.).



required for the first grade license. Such exemption is based upon a certificate of experience issued by the State Department of Public Instruction. The student may substitute five hours of approved professional work in lieu of the five hours of supervised teaching.

Validity:

An intermediate-grammar grade teacher's license, first grade, is valid for five years, renewable thereafter for life on presentation of evidence of three years of successful experience and professional spirit and is good for teaching in the fourth, fifth, sixth, seventh, and eighth grades of any elementary school and in the seventh and eighth grades of any junior high school.

HIGH SCHOOL TEACHER'S LICENSES

The State Board of Education has made provision for two kinds of high school licenses, as follows: *regular* high school teacher's licenses, first and second grades; and *special* high school teacher's licenses, first and second grades. Special attention is called to the fact that candidates for the regular high school teacher's licenses must prepare themselves according to the prescription of the State Board of Education in at least *two* high school branches.

REGULAR HIGH SCHOOL TEACHER'S LICENSE

Second Grade

Applicants for a regular high school teacher's license, second grade, should present credits and qualifications as follows:

- 1. Completion of three years of work in the University with a minimum of ninety semester hours of credit.
- 2. The completion of the following courses in education:

|  | Semester Hours |
|--|----------------|
| Elementary Psychology ..... Psy. 1   | 3              |
| Advanced Educational Psychology ..... Ed. 17b  | 3              |
| Secondary Education ..... Ed. 3a   | 3              |
| Principles of Teaching in High School ..... Ed. 3b   | 3              |
| Special Methods in one of the two high school<br>branches in which the student desires his license<br>Ed. 13 ..... | 2              |
|  | —              |
|  | 14             |

- 3. Applicants may not present credits in more than one of the options in the various groups, unless they also present full credits in some other subject group.
- 4. Semester hour credits in any *two* of the following subject groups elected in amount approximately as follows:

| Subject Group                 | Semester Hours |
|-------------------------------|----------------|
| I. English .....              | 21—Total       |
| Grammar and Composition ..... |                |
| Comp. Ph. 1b and Eng. 1.      | 6              |

|   |                   |                              |
|---|-------------------|------------------------------|
| English Literature .....  | Eng. 2            | 6                            |
| American Literature .....   | Eng. 52           | 6                            |
| Oral Expression .....   |                   | 3                            |
| II. Mathematics .....   |                   | 21—Total                     |
| Algebra .....   | Math. 2           | 3                            |
| Geometry .....  | Math. 6, Math. 26 | 7                            |
| Trigonometry .....  | Math. 3, Math. 19 | 3                            |
| Calculus .....  | Math. 7           | 5                            |
| Mathematics of Finance .....  | Math. 16          | 3                            |
| III. Latin .....  |                   | 21—Total                     |
| This requirement presupposes two years of Latin<br>in high school.        |                   |                              |
| IV. French .....  |                   | 24—Total                     |
| V. German .....   |                   | 24—Total                     |
| VI. Spanish .....   |                   | 24—Total                     |
| VII. Social Studies:  |                   |                              |
| Option A .....  |                   | 30—Total                     |
| General History .....   |                   | 12                           |
| United States History .....   |                   | 12                           |
| Economics .....   |                   | 3                            |
| Political Science .....   |                   | 3                            |
| Option B .....  |                   | 24—Total                     |
| General History .....   |                   | 12                           |
| United States History .....   |                   | 12                           |
| Option C .....  |                   | 24—Total                     |
| Credit well divided among sociology, economics,<br>and political science. |                   |                              |
| VIII. Science: (options given in full in School of Education Bulletin)    |                   |                              |
| IX. Agriculture (not offered in Indiana University)                       |                   |                              |
| X. Industrial Arts (not offered in Indiana University)                    |                   |                              |
| XI. Home Economics .....  |                   | 20—Total, plus prerequisites |
| Textiles and Clothing .....   | H. Econ. 2        | 5                            |
| Elementary Dressmaking .....  | H. Econ. 30       | 3                            |
| Foods I .....   | H. Econ. 11       | 5                            |
| Foods II .....  | H. Econ. 12       | 4                            |
| House Management .....  | H. Econ. 15b      | 2-3                          |
| Woman and Her Social Relations .....                                      | H. Econ. 28       | 1                            |
| *Chemistry .....  | Chem. 10          | 5                            |
| †Fine Arts .....  | F.A. 18           | 2                            |

\* Prerequisite at Indiana University for Foods II.  
† Prerequisite at Indiana University for Elementary Dressmaking.



XII. Music or Art (Public School) ..... 20—Total

An applicant who presents 20 semester hours of credit in either music or art will be granted a license in that subject provided such applicant presents full credit in one other subject group.

XIII. Physical Education ..... 20—Total

|  |              |    |
|--|--------------|----|
| History and Principles of Physical Education ..... |              |    |
| .....  | Phys. Ed. 5  | 3  |
| Physiology .....                                   | Physiol. 5   | 5  |
| First Aid .....                                    | Hyg. 7       | 2  |
| Nature and Practice of Play .....                  | Phys. Ed. 8  | 2  |
| Physical Examinations and Corrective Ex-           |              |    |
| ercises .....                                      | Phys. Ed. 29 | 3  |
| Technique .....                                    |              | 3  |
| Elective in Physical Education .....               |              | 2  |
|  |              | —  |
|  |              | 20 |

XIV. Commercial Subjects:

|  |               |
|--|---------------|
| Option A .....   | 20—Total      |
| Typewriting and Shorthand .....  | Com. 40, 41 4 |
| Advanced Typing .....  | Com. 42       |
| Advanced Shorthand including Office Management   |               |
|  | Com. 43 3     |
| Accounting .....   | Com. 1, 2 8   |
| (Commerce 40, 41, 42, 43 do not apply on an A.B. degree. These courses apply on a B.S. in Commerce.) |               |
| Option B .....   | 20—Total      |
| Accounting .....   | Com. 1, 2 8   |
| Commercial Geography .....   | Geol. 9 10    |
| Business Organization .....  | Com. 13 2     |

It is recommended that applicants for a license in this group take at least 6 hours of political economy as their free elective.

Notes:

Students offering credits in subject groups I, II, VII (Options A, B, or C), and VIII, distributed approximately as suggested above, will be granted a license which is good for teaching all studies included in this particular subject group in which full credit is offered.

The choice of the subjects in which the student plans to secure his license should be made at the beginning of the Freshman year, in order that as much of the first year's work as is possible may count toward fulfilment of academic requirements for the high school license.

Validity:

A regular high school teacher's license, second grade, is valid for

two years, renewable thereafter for two-year periods on presentation of evidence of:

- (1) one year of successful experience,
- (2) professional spirit,
- (3) additional school preparation equivalent to 10 semester hours.

It is good for teaching the branches for which the license is issued in any high school (junior or senior) and in the seventh and eighth grades of any elementary school.

REGULAR HIGH SCHOOL TEACHER'S LICENSE

First Grade

Applicants for a regular high school teacher's license, first grade, should present credits and qualifications as follows:

- 1. Graduation from the University (four-years' course).
- 2. The successful completion of the following courses in education:

|  | Semester Hours |
|--|----------------|
| Elementary Psychology ..... Psy. 1   | 3              |
| Advanced Educational Psychology ..... Ed. 17 <i>b</i>  | 3              |
| Secondary Education ..... Ed. 3 <i>a</i>   | 3              |
| Principles of Teaching in High School ..... Ed. 3 <i>b</i>   | 3              |
| Special Methods in each of the branches in which<br>the student desires his license (two hours each) |                |
|  | Ed. 13 4       |
| *Supervised Teaching and Observation ..... Ed. 14  | 3              |
|  | —              |
|  | 19             |

3. Applicants may not present credits in more than one of the options in the various groups, unless they also present full credits in some other subject group.

4. Semester hours of University credits in any *two*† of the following subject groups and in each of the two subject groups elected in amount as follows:

| Subject Group  | Semester Hours |
|--|----------------|
| I. English .....                                     | 24—Total       |
| Grammar and Composition—Eng. 1, Comp. Ph. 1 <i>b</i> | 6              |
| English Literature .....                             | 9              |
| American Literature ..... Eng. 52                    | 6              |
| Oral Expression .....                                | 3              |

\* Practice teaching in departmental work in grades 7 to 12 may be counted as meeting the requirement for high school teachers' licenses for the specific subject in which the license is to be granted.

Exemption from practice teaching may be granted if the student has had twenty-four months of prior teaching experience, eight months of which have been in a junior or senior high school, in one of the branches in which a license is sought. In such case a second grade license will be issued, the same to be converted into a first grade license after two years of successful teaching experience subsequent to graduation. Those exempted, however, must substitute other professional courses for the supervised teaching.

Exemption from practice teaching required for a first grade high school license (junior or senior) may be granted to a student who has had forty months of successful teaching experience prior to graduation. Those exempted, however, must substitute other professional courses for the supervised teaching.

† For the requirements for a special high school teacher's license in one subject only, see pages 59 to 72, School of Education Bulletin for 1926-27.



|       |   |          |
|-------|---|----------|
| II.   | Mathematics .....   | 21—Total |
|       | Algebra ..... Math. 2   | 3        |
|       | Geometry ..... Math. 6, 26  | 7        |
|       | Trigonometry ..... Math. 3, 19  | 3        |
|       | Calculus ..... Math. 7  | 5        |
|       | Mathematics of Finance ..... Math. 16   | 3        |
| III.  | Latin .....   | 24—Total |
|       | (This requirement presupposes two years of Latin<br>in high school.)  |          |
| IV.   | French .....  | 24—Total |
| V.    | German .....  | 24—Total |
| VI.   | Spanish .....   | 24—Total |
| VII.  | Social Studies:   |          |
|       | Option A .....  | 36—Total |
|       | General History .....   | 12       |
|       | United States History .....   | 12       |
|       | Economics .....   | 6        |
|       | Political Science .....   | 6        |
|       | Option B .....  | 24—Total |
|       | General History and United States History<br>(evenly divided between each) .....  | 24       |
|       | Option C .....  | 24—Total |
|       | Economics, Sociology, and Political Science<br>(well divided among the three subjects) .....  | 24       |
| VIII. | Science*  |          |
| IX.   | Agriculture (not offered in Indiana University)   |          |
| X.    | Industrial Arts (not offered in Indiana University)   |          |
| XI.   | Home Economics ..... 20—Total, plus prerequisites   |          |
|       | Textiles and Clothing ..... H. Econ. 2  | 5        |
|       | Elementary Dressmaking ..... H. Econ. 30  | 3        |
|       | Foods I ..... H. Econ. 11   | 5        |
|       | Foods II ..... H. Econ. 12  | 4        |
|       | House Management ..... H. Econ. 15b   | 2-3      |
|       | Woman and Her Social Relations ..... H. Econ. 28  | 1        |
|       | †Chemistry ..... Chem. 10   | 5        |
|       | ‡Fine Arts ..... F.A. 18  | 2        |
| XII.  | Music or Art (Public School) .....  | 20—Total |
|       | An applicant who presents 20 semester hours of<br>credit in either Music or Art will be granted a li-<br>cense in that subject, provided such applicant pre-<br>sents full credit in one other subject group. |          |

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\* See Bulletin of School of Education, page 58.

† Prerequisite at Indiana University for Foods II.

‡ Prerequisite at Indiana University for Elementary Dressmaking.

|       |  |             |
|-------|--|-------------|
| XIII. | Physical Education .....   | 20—Total    |
|       | History and Principles of Physical Education .....   |             |
|       | Phys. Ed. 5  | 3           |
|       | Physiology .....   | Physiol. 5  |
|       | First Aid .....  | Hyg. 7      |
|       | Nature and Practice of Play .....  | Phys. Ed. 8 |
|       | Physical Examinations and Corrective Exercises .....   |             |
|       | Phys. Ed. 29   | 3           |
|       | Technique .....  | 3           |
|       | Elective in Physical Education .....   | 2           |
|       | —  |             |
|       |  | 20          |
| XIV.  | Commercial Subjects:   |             |
|       | Option A .....   | 20—Total    |
|       | Typewriting and Shorthand .....  | Com. 40, 41 |
|       | Advanced Typing .....  | Com. 42     |
|       | Advanced Shorthand including Office Management .....   | Com. 43     |
|       | Accounting .....   | Com. 1, 2   |
|       | (Com. 40, 41, 42, 43 do not apply on an A.B. degree. These courses do apply on a B.S. in Commerce.)                              | 8           |
|       | Option B .....   | 8           |
|       | Accounting .....   | Com. 1, 2   |
|       | Commercial Geography .....   | Geol. 9     |
|       | Business Organization .....  | Com. 13     |
|       | It is recommended that applicants for a license in this group take at least 6 hours of political economy as their free elective. | 2           |

### Notes:

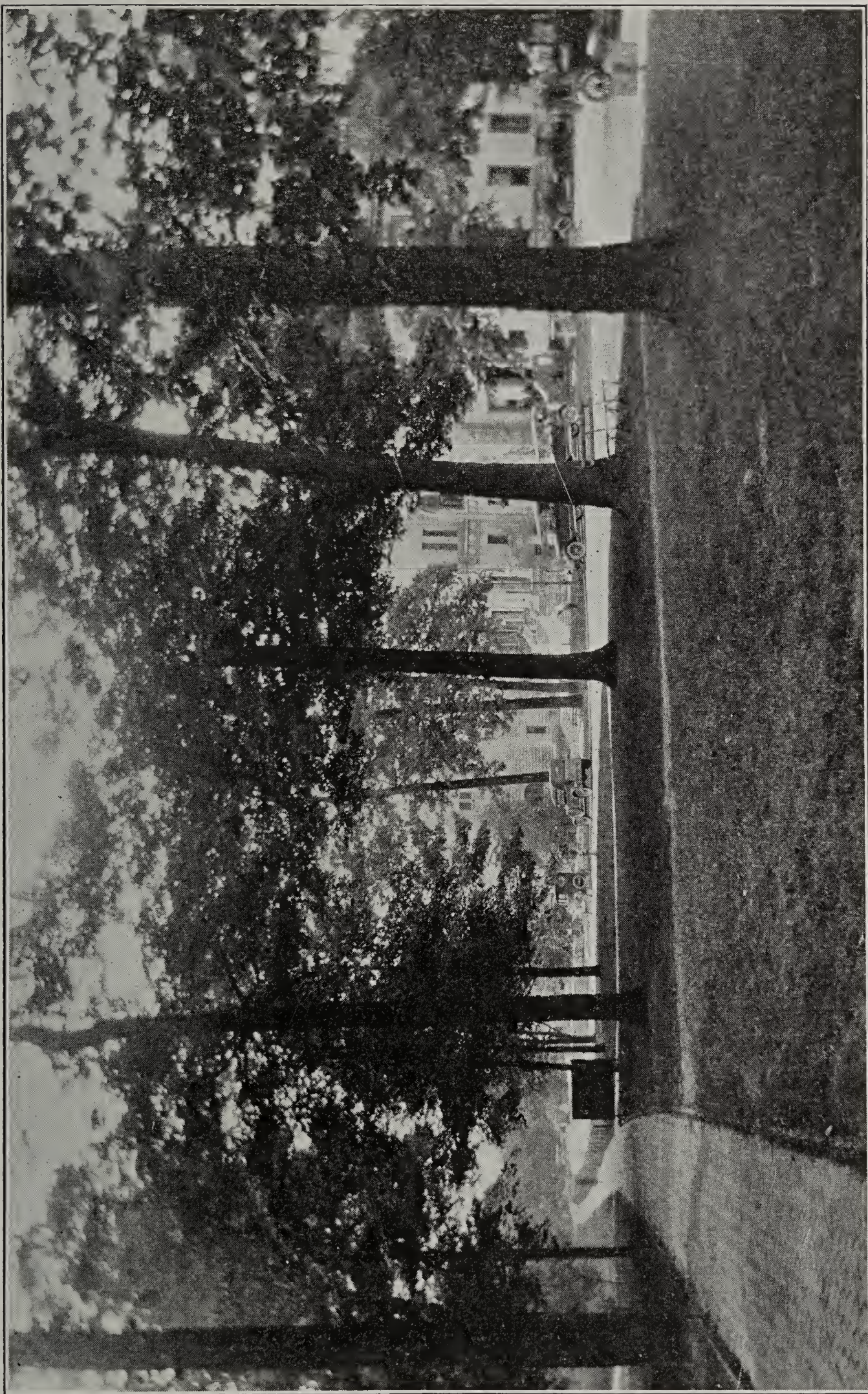
Students offering credits in subject groups I, II, VII (Option A, B, and C), and VIII, and distributed as suggested above will be granted a license which is good, except as otherwise limited, for teaching all studies included in the particular groups in which full credits are offered.

It will be noted that one of the requirements for the first grade license is "graduation from the University". Students should therefore plan to meet the University requirements for graduation at the same time they fulfil the academic and professional requirements for the teacher's licenses as listed above. For a full statement of requirements for graduation, see the University Catalog.

### Validity:

A regular high school teacher's license, first grade, is valid for five years, renewable thereafter for life on presentation of evidence of three years of successful experience and professional spirit, and good for teaching the branches for which the license is issued in any high school (junior or senior) and in the seventh and eighth grades of any elementary school.





VIEW OF CAMPUS



# University Courses in Correspondence Study

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The following is a list of courses offered at present for correspondence study. The letter C indicates correspondence study. The numeral preceding the title of the course indicates the Catalog number. The letters a and b indicate work of the first and second semester respectively. The credit is stated in terms of semester hours, thus, (2), (3).

## ASTRONOMY

These courses are elementary and are designed to give students a general knowledge of astronomy, and to serve as a basis for the more advanced courses of the Department of Astronomy.

Mr. COGSHALL has charge of these courses.

- C1a. **General Descriptive Astronomy.** This course covers a study of astronomical instruments and of the sun, moon, planets, stars, comets, and nebulae, with some discussion of the methods of astronomical research. (3)
- C1b. **General Descriptive Astronomy.** A continuation of Course C1a. (3)
- C3a. **Current Astronomy.** A more detailed study of special subjects, especially the stars, the planetary system, comets, and meteors. (2)
- C3b. **Current Astronomy.** A continuation of Course C3a. (2)

## COMMERCE

All courses in this department and Courses C2a, C2b, C6a, C6b, and C12a in the Department of Economics give credit in the School of Commerce and Finance. (See page 36.) It will be necessary before enrolling for University credit in certain of these courses to satisfy the Department that the equivalent of Economics E1 has been completed. If this course has been taken at another University the credit can be transferred to this institution.

These courses are especially recommended to persons who wish to use their spare time in studying for business advancement. Those who do not desire University credit will not be required to fulfil the entrance requirements of the University or to take the examination. The rules regarding prerequisites or sequence of courses do not apply to non-credit students.

These courses are conducted by Mr. MOFFAT, Mr. EDIE, Mr. PRICKETT, Mr. STREIGHTOFF, Mr. LUCK, and Mr. MCCOLLOUGH.

- C1a. **Introduction to Accounting.** (3)

Mr. PRICKETT.

- C1b. **Accounting.** A continuation of Course C1a. (3)

Mr. PRICKETT.



**C2a. Advanced Accounting. (3)**

Mr. PRICKETT.

**C2b. Advanced Accounting. (3)**

Mr. PRICKETT.

**C11. Business Finance.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. Types of business organization, finance problems of each type, the corporation, commercial loans, statements of financial condition as a basis of loans, common and preferred stocks, short term notes, mortgage bonds, collateral trust bonds, other types of bonds, promotions, selling securities, underwriting, the stock exchange, financial administration, surplus and dividends, sinking funds, insolvency and receivership, reorganizations, blue sky laws. (3)

Mr. STREIGHTOFF.

**C13. Business Organization and Management.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. Types of ownership, administrative organizations, location, construction, layout, transportation, purchasing, storing, time and motion study, standards, inspection, planning, scheduling, traffic, advertising, sales promotion, selling, credits and collection, hiring and training employees, welfare work, incentives, employees' participation in management, cost accounting, financial statements. (2)

Mr. STREIGHTOFF.

**C14. Sales Management.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. The purpose of this course is to analyze and illustrate fully the scientific principles underlying successful salesmanship. No individual has progressed as far as he can until he has made use of that knowledge. It does not matter whether he is offering his own services for sale or is marketing his employer's goods. The fundamental principles are identical for all kinds of selling. Succeeding courses which will be offered take up the branches of selling and analyze the specific problems peculiar to each field. The whole series will offer a training in great demand at present time and of definite benefit. There is, furthermore, the cultural value of pursuing the scientific method applied to current needs. (3)

Mr. PRICKETT.

**C15. Railway Transportation.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. An historical survey of railway development in the United States followed by a study of the railroad service, inter-railway relations, theory of rates and fares, regulation of the railroads by the states and the federal government, government ownership, and the present railway problems. (3)

Mr. LUCK.

- C17a. Life Insurance.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. Nature of insurance, uses of insurance, types of life policies, term insurance, ordinary life insurance, endowment insurance, limited payment plans, joint life policies, annuities, plans of settlement, calculation of risks, premiums, reserves, surrender values, loans, surplus and dividends, insurable interest, old line insurance, assessment insurance, fraternal insurance, industrial insurance, government insurance, group insurance, accident and health insurance, government regulation of insurance. (2)  
Mr. STREIGHTOFF.
- C17b. Property Insurance.** Prerequisites for those desiring credit, Economics E1 and Commerce 1. Principles of insurance, insurable interest, the standard fire insurance contract, fire insurance rates, fire insurance reserves, settlement of losses, marine insurance, liability and compensation insurance, title insurance, credit insurance, fidelity insurance, automobile insurance. (2)  
Mr. STREIGHTOFF.
- C22. Marketing.** Prerequisites, Economics E1 and Commerce 1. A course covering the general problems and methods of marketing, and the forms of marketing organization developed in the distribution of raw materials, foodstuffs, and manufactured products; the functions of the manufacturer, wholesaler, jobber, commission merchant, retailer, salesman, etc.; the mail order house, the department store, the chain store, present tendencies in marketing, etc. (3)  
Mr. MOFFAT.
- C28a. Business Cycles.** Prerequisites for those desiring credit: Economics E1, 6, Commerce 1, and Senior standing. The aim of this course is to give students practice in interpreting the trend of business conditions, and to give a background of the fundamental principles which control the ups and downs of business. Different points of view are considered, including general business conditions, individual companies, branches of industry, agriculture, manufacture, marketing, speculation, and banking. The final goal of the course is to give the students the practical technique used in guiding the course of business in an individual concern. Executive planning and control is the point of view which unifies all parts of the study. There is an extra charge of \$5 for the syllabus and printed matter used in the course. (2)  
Mr. EDIE.
- C28b. Business Cycles.** A continuation of Commerce C28a. (2)  
Mr. EDIE.
- C34. Personnel Administration.** Prerequisites for those desiring credit: Economics E1, Commerce 1, and Commerce 13. In some industries this comes within the Division of Industrial Relations.



The aim of the course is to teach the new principles and methods of human administration and to show how the management may better the industrial relation within the industry. The topics studied are as follows: sources of labor supply, interviewing and selection of the applicant, trade and mental tests, physical examinations, job analysis and specifications, promotions, transfers, discipline, discharges, absenteeism, labor turnover and its costs, medical aid, safety, wages, fatigue, motion study, education and training. (3)

Mr. MCCOLLOUGH.

### COMPARATIVE PHILOLOGY

The courses offered lay the foundations of English grammar. They are designed primarily for teachers of English grammar and composition and of the foreign languages. Courses C1 and C6 may be counted as part of the Group E requirement for graduation. Course CA may be used to give entrance credit to the University. Course C2 may be counted as part of the Group C requirement for graduation.

Mr. STEMPEL has charge of these courses.

NOTE: Students enrolling for any course should have access to one or more of the larger dictionaries: *Century*, Webster's *New International*, Funk and Wagnalls' *New Standard*. Where the student does not have access to these larger works he should provide himself with a dictionary of at least the scope of Fowler's *Concise English Dictionary* (Oxford Press) or Webster's *Secondary School Dictionary* (American Book Company).

- C1a. **History of the English Language.** The origin and growth of the English language; its spread over the world; the simplification of its grammar; the shaping influence upon it of Danish, Norman-French, and Latin. All this is made a background for the study of diction and usage. Open to all students (2)
- C1b. **Historical Grammar and Grammatical Analysis.** The analysis of about six hundred selected and classified sentences gives the student a clear understanding and firm grasp of the principles of English grammar. Open to all students. (2)
- C1c. **A continuation of C1b.** Open to students who have taken C1b. (2)
- C2. **Old English.** Translation of texts, of simple sentences into Old English; study of development of English words in form and meaning; comparative study of Old English and New English syntax. Students who complete the course will be able to read *Beowulf* and other Old English literature in the original texts. Double course. Only the complete course will count for credit; but fee may be paid in two installments. Prerequisite, English 1, or ten hours of languages. (4)

- C5a. **The Principles of Language.** A reading course for language majors of junior or senior standing. (2)
- C6. **Old English Ballads.** Reading of a large number of ballads, and study of certain typical ballads. The aim of the course is to make clear the differences between popular poetry and the poetry of literary art. Prerequisite, English 1. (2)
- CA. **English Grammar.** An elementary course of high school grade, especially designed as a review course for teachers. Entrance credit will be allowed for this course. Fee, \$10.

*Teachers' Course*

- C1A. **English Grammar for Teachers.** (2)

### ECONOMICS AND SOCIOLOGY

The Department of Economics and Sociology does not offer a correspondence course in first-semester elementary political economy. If the student has had this work in residence at Indiana University he may take the second semester's work by correspondence. No application for this course will be accepted until approved by the head of the Department of Economics and Sociology.

Students wishing to receive University credit for certain of these courses should note carefully the prerequisites.

Courses C2a, C2b, C6a, C6b, and C12a give credit in the School of Commerce and Finance provided the student has completed the elementary course.

These courses are conducted by Mr. BITTNER, Mr. EDIE, Mr. LUCK, and Mr. MILLS.

- CE1b. **Elementary Economics.** This course is a continuation of Economics E1a (or three hours' credit in Principles of Economics will be accepted as its equivalent). It is designed to give students who have had some work in economics in residence, extension classes, or elsewhere, a chance to complete their work in this foundation course on which all advanced courses in Economics and Commerce rest. It covers such topics as production, consumption and distribution of wealth, interest, rent, business organization, profits, wages, taxes, insurance, credit, transportation, and socialism. Prerequisite, Economics E1a or its equivalent. (3)

Mr. LUCK.

- CAa. **Industrial Society (England).** A survey of the industrial development of England with reference to the interpretation of present economic facts. The manor system, the guild system, the growth of national economy, and the Industrial Revolution. Open only to Freshmen and those who have not had economics 2. (3)

Mr. M. C. MILLS.



- CAb. Industrial Society (United States).** A survey of the history of the United States, with special emphasis upon the economic influences. Open to Freshmen and those who have not had Economics 2. (3)

Mr. M. C. MILLS.

- C2a. Economic History (England).** The purpose of this course is to furnish the student more advanced work than that offered in Course A. Special emphasis is put upon the economic history of England since the Industrial Revolution. Not open to Freshmen or those who have taken Course Aa. (2)

Mr. LUCK.

- C2b. Economic History (United States).** The purpose of this course is to study in considerable detail the salient features of American economic history with special emphasis upon the period since 1860. Not open to Freshmen or those who have taken Course Ab. (2)

Mr. LUCK.

- C6a. Money.** Prerequisite, Economics E1. The history and theory of money, with special reference to the monetary experience of the United States. The nature, functions, and instruments of credit. Monetary legislation in recent years. (2)

Mr. EDIE.

- C6b. Banking.** Prerequisite, Economics E1. Bank currency, clearings and exchanges, and the regulation of commercial banking. The banking systems of the United States and the chief foreign countries. (2)

Mr. EDIE.

- C9. Economic History of Modern Europe.** Prerequisite, Economics E1, Junior standing. This course is intended primarily for students who take a major in Economics, Sociology, History, or Political Science. The purpose of this course is to give the student an understanding of economic changes in the principal countries of Europe. Emphasis will be placed upon economic problems confronting these countries. (3)

Mr. LUCK.

- C12a. Labor History.** Prerequisites for those desiring credit, Economics E1, A. This course defines the fundamental issues and their ramifications, and considers possible methods of settlement. Among the subjects considered are: the psychology of employment; the historical basis of antagonism and distrust between capital and labor; the economic basis of antagonism; such complicating factors as immigration, illiteracy, race prejudices, and child labor; employers' organizations and their tactics; labor organizations and their methods; radical unionism; the law of employment; labor legislation; coöperation; and employees' participation in management. (3)

Mr. LUCK.

*Courses in Sociology*

- C4a. **Social Pathology: Poverty and Charities.** A general introduction to the study of the degenerate classes, the causes of dependence, a comparative study of modern methods of dealing with the defective and dependent classes, charity organization, and the most recent developments in constructive philanthropy. (2)

Mr. BITTNER.

- C7a. **Principles of Sociology: Social Forces.** A summary of the progress of socialization, and a critical analysis of present currents of sociological thought. Open for credit to students of Sophomore standing. (3)

Mr. BITTNER.

- C22. **Applied Sociology.** This course surveys current social problems and studies the application of the principles of social organization. Some of the problems included: population movements, labor problems, child welfare, conservation, special reform projects. (2)

Mr. BITTNER.

- C24. **Rural Sociology.** A brief introduction to the rural social problems. Open to Juniors and Seniors. (2)

Mr. LUCK.

*Teachers' Course*

- Education C13Eb. **The Teaching of the Social Sciences: Economics.** (2)

Mr. LUCK.

**EDUCATION**

Those who wish to apply Education credit earned by correspondence toward teachers' certificates are urged to read carefully the statements on page 17.

The courses other than the Methods Courses are conducted by Mr. CHILDS, Mr. FRANZÉN, Mr. CLARK, Miss WELLS, Mr. ROBINSON, Mr. WRIGHT, Mr. CAVANAUGH, Mr. NORMAN, Mr. SOMERS, and Mr. JONES. The Methods Courses are in charge of Mr. McCAUGHAN, Miss BERRY, Mr. MORRIS, Mr. BIRGE, Mr. WILLIAMS, Mr. REY, Mr. LUCK, Mr. SWITZER, Mrs. NORTON, and Miss ORCUTT.

- C1. **Introduction to Teaching.** Required for elementary teachers. The purpose of this course is to acquaint the pupil with the fundamental principles underlying the study of education. (3)

Mr. JONES.

- C2. **Principles of Instruction and Management.** This course is required of all prospective teachers preparing for a first grade license in the rural school, the primary grades, the intermediate grades, and the grammar grades. After a brief study of the aims of the elementary school, the course devotes attention to



those principles of organization and management that are essential in the actual classroom. The various types of discipline, types of recitations, and practical features of actual service are carefully studied. (2)

Mr. JONES.

- C3a. **Secondary Education.** Problems of general organization and management, with special consideration of the social factors. (Students are advised to take this during their Junior year.) (3)

Mr. FRANZÉN.

- C3b. **Principles of Instruction in the High School.** Principles of general method applied to high school subjects; the adolescent considered with respect to his physical, social, moral, and intellectual development. (This course is a prerequisite for supervised teaching (Education 14) and should be taken during the Junior year.) (3)

Mr. CHILDS.

- C6a. **History of Education.** An account of educational development from the earliest times to the present, with the major emphasis upon the development of educational theory and practice in modern Europe. (3)

Mr. CLARK.

- C6b. **History of Education in the United States.** An account of the development of education in the United States including European backgrounds, development of American systems of public education, and present educational conditions and tendencies. (3)

Mr. CLARK.

- C17b. **Advanced Educational Psychology.** Prerequisite, Psychology 1, or its equivalent. Required for a high school license. This course makes a survey of the more important everyday problems that enter into the teacher-student relationship, and an examination of the psychological factors and principles which shed light directly or indirectly on their solution. The work includes assigned readings, observation of children and adults, and performance of certain experimental exercises. (3)

Mr. SOMERS.

- C31. **Junior High School Problems.** A brief survey of the reorganization movement as it applies to grammar and lower high school grades. (2)

Mr. CHILDS.

- C44. **Supervision of the Elementary Curriculum.** A study of the standards of scientific methods in constructing the elementary school curriculum. Special emphasis will be given to a study

of the curriculum in arithmetic, spelling, social sciences, etc. Open only to Seniors and graduate students. (3)

Mr. WRIGHT.

- C48. **Indiana School Law.** The objective of this course is the attainment of at least a general familiarity with the school laws of Indiana; an appreciation of the fundamental legal phases of our school system, and considerable facility in interpreting the various statutes relating to the organization and administration of the public schools of the state. (1)

Mr. ROBINSON.

- C51. **Administrative Work for Deans of Girls in High Schools.** The work covers scholarship qualifications, personality, position on faculty, relations to community, assistants, office equipment, supervision of health, supervision of scholarship, discipline, supervision of girls' organizations, vocational work, social life, and coöperation with the Parent-Teacher Association. Open to Juniors, Seniors, and graduates. (2)

Miss WELLS.

- C52. **Administrative Work for Deans of Women in Normal Schools, Colleges, and Universities.** This course deals with the professional standing, personality, scholarship qualifications, assistants, office equipment, relation to faculty and community, regulations of living conditions in private home and dormitories, relation to physical director and college physician, scholarship supervision, probation students, honor system, social activities, recreation, sorority and dormitory chaperons and business managers, campus organizations, dress and hygiene, social development. Open to Seniors and graduate students. (2)

Miss WELLS.

- C53. **Visual Instruction.** The principles and methods governing the use of exhibits, lantern slides, motion pictures, maps, charts, and other visual materials. Some of the subjects and problems covered are: fundamental principles of visual instruction and entertainment; community organization and recreation; classroom use of materials; coöperation with museums, libraries, industrial plants; technique of picture collection and the use of cards, booklets, photostats, etc.; lantern slides and stereographs; exhibits, charts, diagrams (principles of construction); moving pictures (source of films, study of typical and special films, censorship and regulation of exhibitions, technique of projection). (2)

Mr. NORMAN.

- C59. **Administration of the Elementary School.** A course designed to prepare the principal to meet the problems of an individual school building as a distinct administrative unit in its relationship to the larger administrative units of the school system in which it is located. (3)

Mr. WRIGHT.



- C62. Rural Education.** This is an introductory course required of those students who wish to secure any one of the rural school teachers' licenses. It consists of a brief summary of the history and development of the rural school with special reference to its present status in the public school system; also a detailed study of the everyday problems involved in the operation of the different types of country schools. (2)

Mr. CAVANAUGH.

- C70. The Psychology of Elementary Education.** For superintendents, supervisors, and grade teachers. This course is designed to present the more essential psychological facts concerning (a) the nature and development of the child during pre-school and elementary school period, and (b) the principles underlying the acquisition of facts and development of skills and techniques at the primary and intermediate grade levels. It seeks to develop in the student standards and criteria for evaluating theories about the mental life of children and to give a basis for scientific methods of instruction and training in the various elementary school subjects. Attention is directed to the significance and application of these facts to the teacher's everyday problems of instruction and guidance in elementary school work. (3)

Mr. SOMERS.

- C79. Educational Tests in the Elementary School Subjects.** An undergraduate course for elementary school teachers. (2)

Mr. WRIGHT.

*Methods Courses*

- C13A. The Teaching of High School French.** (2)

Mr. MORRIS.

- C13D. The Teaching of High School English.** (2)

Miss ORCUTT.

- C13Ea. The Teaching of the Social Sciences: History.** (2)

Mr. WILLIAMS.

- C13Eb. The Teaching of the Social Sciences: Economics.** (2)

Mr. LUCK.

- C13F. The Teaching of High School Mathematics.** (2)

Mr. McCAUGHAN.

- C13J. The Teaching of High School Latin.** (2)

Miss BERRY.

- C13K. The Teaching of Home Economics.** (3)

Mrs. NORTON.

- C13R. The Teaching of High School Spanish.** (2)

Mr. REY.

- C13Sp. The Teaching of High School Geography.** Designed for teachers of high school geography. Prerequisite, twenty semester hours of credit, or equivalent, in the Department of Geology. (2)

Mr. SWITZER.

- C42A. Public School Music I and Methods I.** (2)

Mr. BIRGE.

**C42B. Public School Music II and Methods II.** (A continuation of Education C42A.) (2)

Mr. BIRGE.

**ENGLISH**

Students who choose English as their major subject must take thirty-four hours of work in this department; they are allowed to take forty-four. Ten of these hours may be taken by correspondence.

All courses in Groups I, II, III, and IV may be taken for credit by English majors. English majors taking only thirty-four hours of major work are allowed to elect four hours in Group IV. English 54, Shakespeare, will be interpreted as belonging to Group III.

English majors are required to take History 4a and 4b. These may be taken by correspondence. (See page 49.)

These courses are conducted by Mr. HALE, Mr. MOORE, Mr. FRAZIER, Mr. MILLS, Mr. TOWER, and Mr. BOND.

*Group I. Freshman Courses*

- C1a. **Freshman Composition.** Required of all Freshmen. The object of the year's work in English 1 is to give training in correct writing. In Course C1a a careful study is made of the principles of grammar, punctuation, sentence structure, and good usage. (2)
- C1b. **Freshman Composition.** Required of all Freshmen. A continuation of Course C1a. In this course an attempt is made to develop the power of expression and to cultivate literary ability. This course must be preceded by Course C1a or its equivalent. (2)
- C2a. **Freshman English Literature.** This course is required of all English majors and is a prerequisite to all advanced work in English. A thoro study of the types of English literature. During the first semester the work of this course will include the study of the drama and the types of poetry. (3)
- C2b. **Freshman English Literature.** A continuation of English C2a. This course is required of all English majors and is a prerequisite to all advanced work in English. A study of the types of English literature. During this semester the work of the course will include the study of types of poetry, the essay, the novel, and the short story. (3)

*Group II. Sophomore Courses*

- C21a. **Sophomore English Literature.** This course is required of all English majors and is a prerequisite to advanced courses in English literature. In the first semester's work Chaucer, Spenser, and Milton are studied. (3)
- C21b. **Sophomore English Literature.** This is a continuation of C21a. Swift, Pope, and Johnson for the eighteenth century, and



Wordsworth, Arnold, and Ruskin for the nineteenth, are the writers included. Thus English C21a and C21b offer, in a general way, a brief survey of the movement of English literature since Chaucer. (3)

*Group III. Advanced Courses*

**Old English.** See Department of Comparative Philology, page 35.

**C33. Elizabethan Drama (exclusive of Shakespeare).** Plays by dramatists contemporary with Shakespeare will be read. Attention will be directed to conditions of the drama between 1590 and 1640 that influenced and characterized the whole Elizabethan drama. Since no one knows Shakespeare who knows only Shakespeare, this course will aid the student to understand him and his times as well as the plays included in the reading list. (3)

**C36a. The Period of Romanticism.** A study of the rise, beginning, and development of the Romantic movement as expressed in English prose and poetry. The work of the first semester will begin with the precursors of Romanticism and will include the works of Burns, Wordsworth, and Scott. (3)

**C36b. The Period of Romanticism.** A continuation of English C36a. The work of the second semester includes a study of the writings of Shelley, Byron, Keats, Coleridge, and other writers of the period. (3)

**C37a. Victorian Literature.** The study of the more important writers of the Victorian age. The work of the first semester will include a study of the poetry of Tennyson, Arnold, Clough, and of some of the minor poets; and a study of the prose of Ruskin, Carlyle, Arnold, Macaulay, and of some of the minor writers. (3)

**C37b. Victorian Literature.** A continuation of English C37a. A study of the more important writers of the Victorian age. During this semester the work of the course will include the poetry of Browning, of Rossetti, of Morris, and of Swinburne; and the prose of Pater, Stevenson, and of some of the minor writers. (3)

*Group IV. Miscellaneous Courses*

**C18. The Literature of the Bible.** A study of the literature and criticism of the great books of the Bible in the light of present-day scholarship. The more interesting books of the Old and the New Testament will be studied from a strictly literary and historical standpoint. (2)

**C20. Business English.** English C20 is a course in the writing of business letters. It deals in an elementary way with the fundamentals of good English as applied to business uses, particularly correspondence. It does not pretend to consider

specific types of letters as subjects of study in themselves; it is devoted mainly to the study of the principles of English that underlie all commercial correspondence. (3)

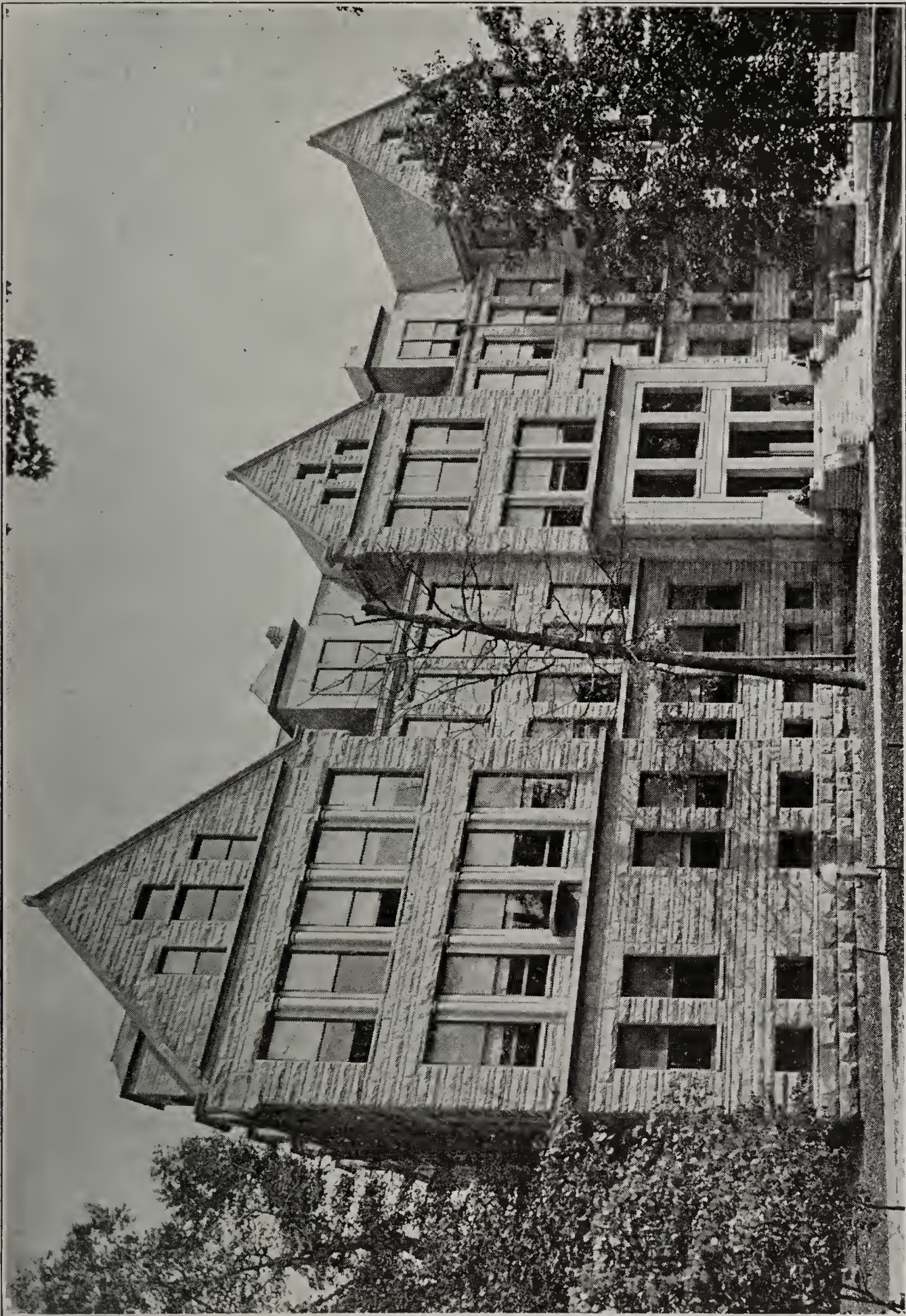
- C22. Sophomore Composition.** A course for students who are interested in trying to express their ideas in writing. This course is analogous to the courses, Narrative Writing (English 55) and Essay Writing (English 56), given in residence. (2)
- C41. Study of the Short Story.** Study of representative short stories of Hawthorne, Poe, Mark Twain, Kipling, Stevenson, Barrie, O. Henry, and others. (2)
- C50. Twentieth-Century Poetry.** The aim of this course is to give the student a knowledge of the matter and manner, the form and content of representative poems by contemporary English and American authors. Both the spirit and technique of modern poetry will be emphasized with the purpose of acquainting the student with the methods of study and enlarging his powers of poetic appreciation. (2)
- C51. Twentieth-Century Drama.** (2) or (3)
- C52a. American Literature.** A study of the literature of the United States up to the Civil War. (3)
- C52b. American Literature.** A continuation of Course C52a. A study of the literature of the United States from the Civil War to the present time. (3)
- C53a. The Novel.** A course designed to help the student read prose fiction more appreciatively. In this course will be read at least one novel by each of the following authors: Jane Austen, Scott, Dickens, Trollope, Reade, Thackeray. (2)
- C53b. The Novel.** A continuation of Course C53a. In this course will be read one novel by each of the following authors: Hawthorne, Elliott, Meredith, Hardy, Howells, James, Stevenson, De Morgan. (2)
- C54a. Shakespeare.** The thoro study of eighteen plays of Shakespeare. (2)
- C54b. Shakespeare.** A continuation of English C54a. The thoro study of thirteen plays of Shakespeare. (2)
- C68a. Dramatics in the High School.** This course seeks to give the teacher practical aid in producing plays in the high school or the grades. Emphasis is placed on the following points: organization of a play, choosing a play, directing a play, acting, staging and scenery, lighting, make-up, dress rehearsals. (3)
- C70. Greek and Latin Derivatives in English.** Prepared primarily for pre-medical students. (2)

*Teachers' Course*

**Education C13D. The Teaching of High School English.** (2)

MISS ORCUTT.





SCIENCE HALL



## FINE ARTS

The Department of Fine Arts offers the following courses by correspondence:

- C2. History of Architecture.** This course traces the development of architecture from the earliest times, thru the ancient, mediaeval, and Renaissance periods, to the present day. (3) (The course corresponds to Fine Arts 2 given in residence (5 hours of credit) and credit cannot be given for both courses.)

Mr. HOWLAND.

- C3. History of Sculpture.** From Egypt and Mesopotamia, thru Greece and Rome, we follow the progress of sculpture to its decline in the Early Christian centuries. It is revived in the Middle Ages and culminates in the Italian Renaissance. The later movements are then followed up to the present time. (3) (This includes what is given in Fine Arts 3a and 3b and should not be taken for credit if either of those courses is selected.)

Mr. HOWLAND.

- C6. The History of the Fine Arts.** This course attempts to trace the whole history of the three major arts, painting, architecture, and sculpture, from their beginnings to modern times. (5) (The course is similar to Fine Arts 6 which is offered only during summer sessions.)

Mr. HOWLAND.

## GEOLOGY

Two years of science are required of all candidates for the A.B. degree from Indiana University. Any of the following courses offered for correspondence study by the Department of Geology may be counted toward this requirement up to ten hours.

The course in Elementary Geology as it is offered for correspondence study is the equivalent of the first semester in General Geology which is given at the University. This course gives entrance credit also.

These courses are conducted by Mr. CUMINGS, Mr. LOGAN, Mr. MALOTT, Mr. VISHER, and Mr. ADDINGTON.

- C1a. Elementary Geology.** An introduction to geology. The geologic work of atmosphere, running water, ground water, ice, ocean, lakes, etc.; stratification, folding and faulting, volcanic and earthquake phenomena. Some knowledge of chemistry and physics will make the subject more intelligible. Open to all students. (5)

Mr. CUMINGS.

- C6b. Physical Geography.** Geology 6 is frequently taken by students for their year of required science. The first semester deals with the science of land forms. Several field trips and some laboratory work are required. The work in many ways does not lend itself readily to correspondence study, and is not given. The second semester is fairly adaptable to correspond-



ence study. It deals briefly with the ocean, a fairly detailed study of meteorology, and a study of climate. These subjects have no dependence on the first semester's work. Credit is given whether any other geology is taken or not. Open to all students. (5)

Mr. ADDINGTON.

- C8. **Map Reading.** Interpretation of topographical maps by means of contours. Prerequisite, Geology 1 or 6. (2)

Mr. MALOTT.

- C9a. **Principles of Geography.** This course corresponds to the first half of the year's work in University Geography as given in residence. Geology 9a or its equivalent is required of candidates for the elementary teachers' license according to the 1923 rulings of the State Board of Education. Such candidates may take this course by correspondence only after completing one year in residence study. Scope of course: physical features of the earth (plains, mountains, etc.), and their influences upon man; weather and climate and their influences; natural resources and their effects; waterways; harbors, etc.; factors affecting the distribution of people and of industries. (5)

Mr. VISHER.

- C9b. **Economic and Commercial Geography.** Prerequisite course, Geology C9a or its full equivalent. This course corresponds to the second half of the year's residence work in University Geography. It is officially recommended for prospective teachers and for students in Commerce and Finance. The ten hours' science required for graduation may be met by completing C9a and C9b. Scope: the great commercial products including wheat, cotton, wool, and the great manufactures are studied with reference to the place of production and reasons therefor and geographic influences affecting transportation and marketing; great resources such as water power, fertile lands, and favorable climate and their effects on commerce; the more important geographic conditions in each of the great countries of the world. (5)

Mr. VISHER.

- C15. **Conservation of Natural Resources.** This course deals with the nature and conservation of the soil, the forests, the mineral fuels (coal, oil, and gas), and the important ores; and with the relation of water power, irrigation, and navigation to the conservation problem. Open to all students. (3 or 5)

Mr. LOGAN.

*Teachers' Course*

- Education C13Sp. The Teaching of High School Geography.** Designed for teachers of high school geography. Prerequisite: twenty semester hours of credit, or equivalent, in the Department of Geology. (2)

Mr. SWITZER.

## GERMAN

Students enrolling for work in German must satisfy the Department that they have completed, under the proper direction, all courses preceding those in which enrollment is sought. No work is offered in the first semester of Course 1. Mr. BIERMANN has charge of these courses.

- C1b. **Elementary German.** Second semester. The elements of grammar, with reading and composition. (5)
- C2a. **Second-Year Composition.** First semester. Review of grammar, elementary syntax; a study of German models thru questions and answers; translating from English into German. (2)
- C2b. **Second-Year Composition.** Second semester. A continuation of Course C2a. (2)
- C3a. **Second-Year Reading: Modern Authors.** First semester. The texts are chosen mainly from the narrative prose of the nineteenth century. (3)
- C3b. **Second-Year Reading: Classical Authors.** Second semester. A continuation of Course C3a. (3)
- C5a. **Third-Year Composition.** First semester. Continuation of Course 2, with some practice in original composition; a study of German idioms and the more difficult points of German syntax. (2)
- C5b. **Third-Year Composition.** Second semester. A continuation of Course C5a. (2)
- C6a. **History of German Literature.** Open to those who have had two years of college German or the equivalent of it. (2)
- C10a. **Rapid Readings in Modern Prose.** Third year, first semester. The more difficult narrative and dramatic prose of the nineteenth and twentieth centuries is read. The main currents of this modern literature are traced. (2 or 3)
- C10b. **Rapid Readings in Modern Prose.** Third year, second semester. A continuation of Course C10a, with special attention to the modern drama. (2 or 3)
- C26a. **Scientific German.** A general course. All the chief departments of science are represented. (3)

## HISTORY

Students selecting history for their major subject must take at least thirty hours in that subject. The work in history will include Courses 1 and 5, and one seminary or the equivalent. The remaining work in history may be chosen from other courses in the Department. The twenty hours of work in the minor will consist of Economics E1, of six hours of political science, and of eight hours elected in consultation with the History Department.



Mr. MORGAN, Mr. ANDRESSOHN, Mr. BULEY, Miss STEPHENS, Miss BRADT, and Mr. NEWTON have charge of the following correspondence courses in history:

- C1a. **Mediaeval and Modern European History: General Course.** A general survey of Continental European history from the time of Charlemagne (circum 800 A.D. to the Peace of Westphalia, 1648). Open to all students. May not be taken for credit by students who have taken History 9 or 10. (Entrance credit also.) (3)

Miss BRADT.

- C1b. **Mediaeval and Modern European History.** A continuation of Course C1a. (Entrance credit also.) (3)

Miss BRADT.

- C2a. **Greek History.** Especial attention is given to the Mycenaean Age; the interstate relations of Greece; Greek political and social institutions; the history of Greek art, literature, philosophy, and religion. Open to all students. (3)

Miss BRADT.

- C2b. **Roman History.** The political and military narrative is subordinated to such topics as are related to constitutional history and the growth of Roman political institutions, the consideration of social and economic problems, the government of the provinces, the development of Roman law, the rise of Christianity, and the causes of the downfall of the Western Empire. Open to all students. (3)

Miss BRADT.

- C4a. **English History to 1689.** This course is designed to meet the needs of students who wish a general survey of English history. Required of English majors. (3)

Mr. MORGAN.

- C4b. **English History since 1689.** This course attempts to sketch the political and economic development of England from 1689 to the present day. Required of English majors. (3)

Mr. MORGAN.

- C5a. **American History: General Course.** A general survey of the United States from the discovery of America to 1840. Open to all students. (3)

Miss STEPHENS.

- C5b. **American History: General Course.** A general survey of the history of the United States from 1840 to the present time. (3)

Miss STEPHENS.

- C5t. **American History and Indiana History.** This course is a combination of the second semester of General United States history and Indiana history, created for teacher's license in the State of Indiana. Prerequisite, History 5a. (3)

Mr. BULEY.

- C7a. **The Industrial Revolution in England.** This course includes a study of the political, social, economic, and cultural background

which produced the Industrial Revolution at the close of the eighteenth century. The Glorious Revolution, the Agricultural Revolution, the rise of Methodism, and the influence of the French Revolution will also receive attention, but the emphasis will be placed upon the development of the Factory System together with its social and economic effects. (2)

Mr. MORGAN.

- C8a. **American Colonial History: Advanced Course.** (2)

Miss STEPHENS.

- C8b. **American Colonial History: Advanced Course.** A continuation of Course C8a. (2)

Miss STEPHENS.

- C24. **Modern France (1461-1789).** The course begins with the decline of feudalism and rise of the national state under Louis XI, follows French fortunes thru the wars in Italy, and the course of the Reformation in France. The careers of Richelieu and Mazarin will be carefully studied, and the Age of Louis XIV will receive particular attention. (2)

Mr. MORGAN.

- C25. **The French Revolution and Napoleon.** The purpose of this course is to study the main features of the Revolutionary period, which reached a climax in the battle of Waterloo and the Congress of Vienna. The causes of the French Revolution, its main movements and leading characters will be considered. The career of Napoleon will also be studied. (2)

Mr. MORGAN.

- C30a. **Development of the Far American West.** In this course the following topics will be considered: the progress of settlements across the continent; organization of states and other social institutions; the predominance and characteristics of the various race elements; various pioneer problems such as the disposal of the public lands, early transportation, and politics. Open to all students who have passed in Course 5 or its equivalent. (3)

Mr. NEWTON.

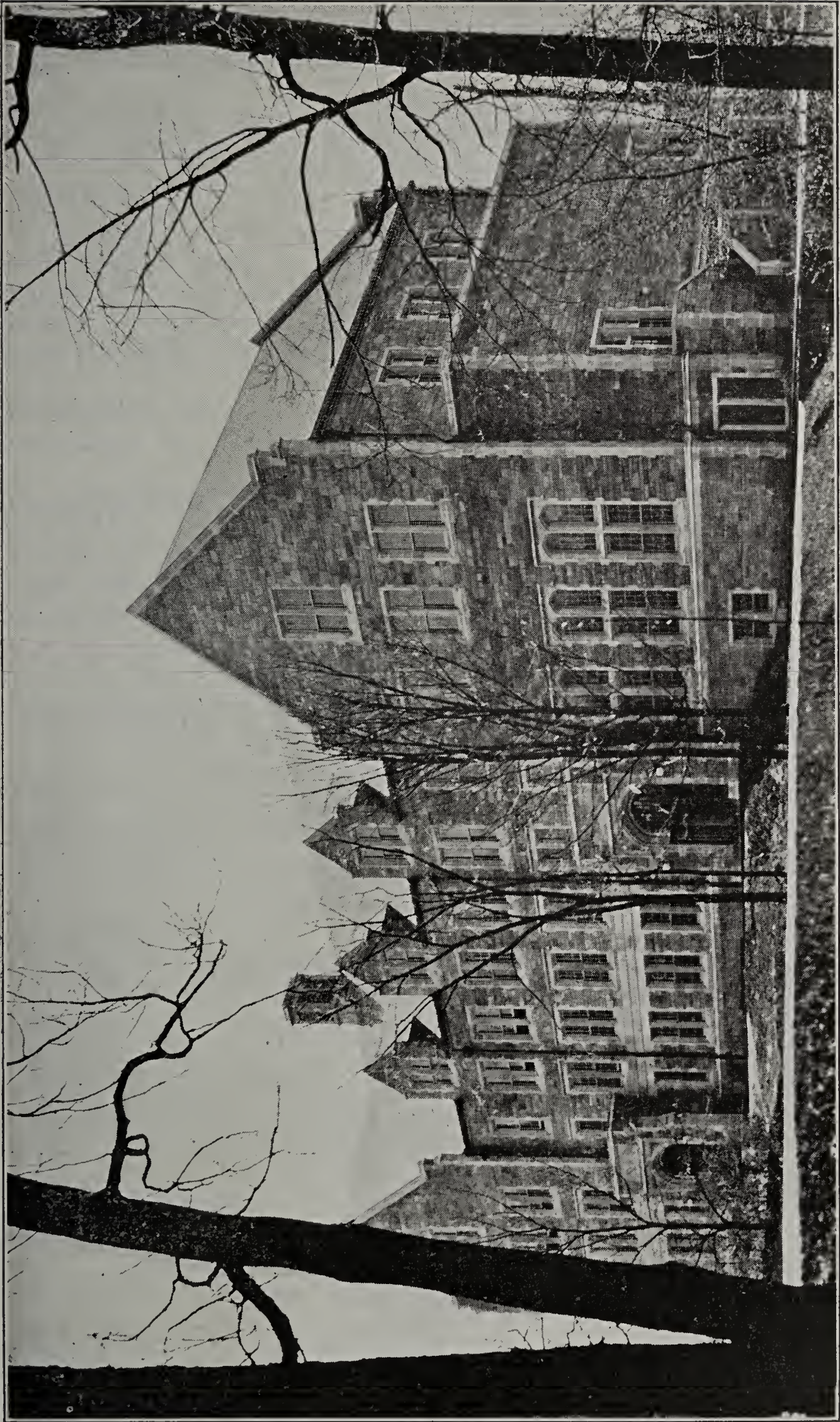
- C30b. **Development of the Far American West.** In this course questions of political and social development will be studied in the light of the history of the sections where they originated. Among the chief topics are the Granger, Greenback, and Free Silver movements; government regulation; prohibition; woman's suffrage; conservation; irrigation; etc. (3)

Mr. NEWTON.

- C31a. **History of Indiana.** A detailed study of the settlement and development of the state from the time of the French explorers to about 1850. Attention will be given to the character of the pioneers and their struggles with the wilderness; the religious, educational, commercial, and political institutions. Open to all students. (2)

Mr. NEWTON.





COMMERCE HALL



- C31b. **History of Indiana.** A continuation of Course C31a. (2)  
Mr. NEWTON.
- C32. **Recent American History.** The United States since the Civil War.  
(2)
- C34. **Hispanic America.** A general survey of the Hispanic American states from the time of Columbus to our own day. Open to students who have had History 1 or 5. (2)  
Miss BRADT.
- C37a. **History of the Early and Mediaeval Church.** Open to advanced students having access to a good library. This course traces the development of Christian theological thought as well as the organization of the Church and the political forces affecting its development. The course covers the period to 500 A.D. (2)  
Mr. ANDRESSOHN.
- C37b. **History of the Early and Mediaeval Church.** A continuation from 500 to 1314 A.D. (2)  
Mr. ANDRESSOHN.

*Teachers' Course*

- Education C13Ea. **The Teaching of the Social Sciences: History.** (2)  
Mr. WILLIAMS.

**HOME ECONOMICS**

The courses in Home Economics are conducted by Miss WILLIAMS, Miss FINLEY, Miss KING, Miss ANDERSON, and Mrs. NORTON.

- C2A. **Textiles.** The history of the evolution of spinning and weaving; the study of the leading textile fibres. (2)  
Miss ANDERSON.
- C15a. **House Sanitation.** A study of the house; its site, plan, ventilation; lighting, heating, and plumbing. (3)  
Miss WILLIAMS.
- C15b. **House Management.** A study of the furnishing, decoration, care, and cost of running a house. (3)  
Miss WILLIAMS.
- C18. **Food Study.** Principles of cooking and study of foods; source and manufacture, their place in the diet. Open to students with a knowledge of cooking. This course will be accepted in place of Course 10 or 11 for students taking a major in the Department. (3)  
Miss FINLEY.
- C22. **Selection of Food for Health.** A course in nutrition. The food requirement for individuals under normal conditions. Not open to majors in the Department. (2)  
Miss KING.
- C26. **Economics of the Family.** This course takes up the following points: changes in economic status of women; the modern home and the function of the homemaker; the household



income and the housewife's contribution to it; the bank account; how to keep a classified cash account; business principles of the home; standard of living; budget and budget-making; the family in relation to its food supply, clothing, shelter; operating expenses, personal and advancement expenses; special problems related to the above factors of the budget; rent, ownership, fire insurance, buying, capital and savings, investments, and the domestic service problem. (2)

Miss WILLIAMS.

### *Teachers' Course*

**Education C13K. Teaching of Home Economics in Elementary and Secondary Schools.** Open to those teaching home economics and to graduates of home economics courses. (3)

Mrs. NORTON.

## HYGIENE

The Department of Hygiene offers the following courses by correspondence. They are conducted by Dr. FERNANDE LUCK, formerly Assistant University Physician.

**C4a. Personal Hygiene.** This course is intended to be elementary enough to be practical and to furnish a foundation for more technical courses. It is to enable students to learn to take the best possible care of themselves. It will include a brief review of physiology, the modes of disease-transmission, how to prevent and combat disease, and a brief study of nutrition. (2)

Dr. LUCK.

**C4b. Personal Hygiene.** A continuation of Course C4a. (2)

Dr. LUCK.

## JOURNALISM

The following correspondence courses in journalism are offered in order to assist those who wish to do practical work in newspaper and magazine writing and in advertising. An effort will be made to give the student both the theory and the practice necessary for the solution of his individual problems.

These courses are conducted by Mr. PIERCY and Miss ORVIS.

**C1. Forms and Kinds of News Stories.** A course for beginners. How a newspaper is made, news and news values, the getting of news, how to write the news. The structure of the different forms of news stories—the straight news, the human interest, and the feature. Copyreading and proofreading and the writing of headlines. The main purpose of the course is to show the student how to make a beginning. (3)

Mr. PIERCY.

**C3A. Advertising.** Intended for those students who have no knowledge or experience in advertising. The following phases of adver-

tising are taken up: the business or economic reasons that determine the content of copy, the psychology of advertising appeals, the principles of advertising arrangements, the writing of copy, study of type, borders, engravings, the division of space, etc., The writing of copy begins with the writing of retail advertising and leads up to the writing of national or magazine copy. (3)

Mr. PIERCY.

- C7a. Short Story Writing.** This course will deal with the art of short story writing. The following subjects will be treated: the ideal of the short story, its subject-matter, its limitations, its presentation, its plot action, its character development, the point of view, atmosphere, and, finally, the problems of marketing. The student will be required to study the text and lecture assignments, to read carefully some of the best short stories by writers of the past and present, and to submit a certain number of his own stories for criticism. (3)

Miss ORVIS.

- C7b. Advanced Short Story Writing.** This course is intended for students who have had Journalism C7a or its equivalent, and who are seriously interested in fiction writing. The student will be required to do some writing for each assignment and to complete at least four or more stories, the number depending upon the discretion of the instructor. The course will be elastic in its nature. Some outside readings of important contemporary writers will be required. (2)

Miss ORVIS.

- C11. Special Feature Stories.** This course deals with the writing of essays, editorials, news items, and special feature and other articles for magazines. The general field open to new writers, the publications helpful to authors, the preparation of manuscript, ways in which material may be obtained and used, timeliness, the kinds of material published by the different journalistic magazines, and the style peculiar to each. The current issues of various magazines will be considered. Students will be required to answer questions concerning the lectures, to study the textbook assigned, to submit from five to eight manuscripts varying in length from 200 to 2,500 words, and to do certain required reading. (2)

Miss ORVIS.

### LATIN

Students applying for work in the Department of Latin are asked to give complete information concerning their former work in that subject.

Courses CA, CB, CC, and CD will give either entrance credit to the University or credit toward graduation.

The following courses are conducted by Miss BERRY, Mr. COON, Mr. SCHUMAN, and Mr. STUART.



- CA. **Elementary Latin.** A course comprising a study of forms, syntax, and vocabulary, and the translation of simple sentences. A course for beginners, covering the work of the first year of high school. (5)
- CB. **Caesar: *The Gallic War*.** A course to train the student to read simple Latin and to translate into idiomatic English. A study of the fundamental principles of Latin case, mood, and tense syntax, and an application of these principles in prose exercises based on the text. A consideration of the political setting of *De Bello Gallico* and of the circumstances and purpose of its composition. The first four books of Caesar will be read in this course. Open to students who have completed Course A or its equivalent. (5)
- CC. **Cicero: *Orations against Catiline*.** A course to increase the student's ability to read Latin thru adequate translation and the methodical study of syntax. Exercises in composition based on the text. Careful attention will be given to the historical setting of each oration and to the public and private antiquities involved. Open to students who have completed Course B or its equivalent. (5)
- CD. **Vergil: *Aeneid*.** The first six books. Translation, syntax, poetical construction, mythology, and metrics. Open to students who have completed Course C or its equivalent. The full course covers the first six books. The course is outlined so that the work in each book constitutes one hour's work. Application may be made for all or any part of the course.
- C11<sup>1</sup>. **Cicero: *De Senectute*.** An analysis of the thought of the essay. Supplementary reading will be suggested but not required. A review of the fundamental principles of Latin grammar. It is advised that students carry Latin C12 in connection with this course. Open to students who have passed in three years or more of high school Latin, or in three of the courses, A, B, C, D outlined above. (2)
- C11<sup>2</sup>. **Livy: *Selections*.** With supplementary reading in English and a review of Latin grammar. It is advised that students take Latin C12 in connection with this course. Open to students who have had Course 11<sup>1</sup> or its equivalent. (2)
- C12. **Latin Prose Composition.** Prerequisite, three years of high school Latin. Designed to accompany Latin 11. (1)
- C14<sup>1</sup>. **Terence: *Phormio*.** With a study of the peculiarities in forms and syntax of the language of early Latin, the early characteristics of comedy as a form of literature among the Romans, the antiquities of the Roman theatre, and the Roman methods of staging and presenting plays. Prerequisite, three years of high school Latin. May precede or follow Latin 11, and Latin 13 should be parallel. (1½)
- C14<sup>2</sup>. **Catullus: *Selections*.** Fifteen hundred lines of selections from the poems of Catullus will be translated and studied chiefly

as literature. Prerequisite, three years of high school Latin. May precede or follow Latin 11, and Latin 13 should be parallel. (1½)

**C24. Latin Prose Composition.** Open to students who have completed Latin 11, 12, and 14. (2)

**C35b. Martial: Select Epigrams.** Particular attention will be given to Martial's picture of the life and manners under the early Empire and to the treatment of various meters. Open to students who have completed Courses 11 and 14 in full. (2)

*Teachers' Course*

**Education C13J. The Teaching of High School Latin.** (2)

Miss BERRY.

**MATHEMATICS**

All students selecting mathematics to fulfil the prescribed work of Group D of the prescribed subjects for graduation are required to take two semesters' work of five hours each, as follows: Those entering with but two high school units in mathematics are to take Courses 1A, 1B, 2, and 3; those entering with three high school units are to take Courses 2, 3, and 6.

The Department of Mathematics offers the following courses in college mathematics. They are conducted by Mr. DAVISSON, Mr. ROTHROCK, Mr. HANNA, Miss HENNEL, Mr. WOLFE, Mr. DAVIS, and Mr. McCAUGHAN.

**C1A. Solid Geometry.** A course intended for students of Freshman standing who have the minimum entrance requirement in mathematics. (2)

Mr. WOLFE.

**C1B. Elementary Algebra.** A course intended for students of Freshman standing who have the minimum entrance requirement in mathematics. (3)

Miss HENNEL.

**C2. College Algebra.** A study of general methods of factoring, the general quadratic, progressions, permutations, combinations, binomial theorem, partial fractions, surds, imaginaries, convergency, summation, determinants, and elements of the theory of equations. (3)

Mr. DAVISSON.

**C3. Trigonometry.** Special emphasis is placed upon the development of formulas and the reduction of trigonometrical identities. (3)

Mr. ROTHROCK.

**C4t. General Mathematics.** A course for elementary teachers. (3)

Mr. DAVIS.

**C6. Analytic Geometry.** A study of the straight line, circle, parabola, ellipse, and hyperbola, and general equation of the second



degree, with the solution of numerous exercises. Prerequisites, Mathematics 2 and 3. (5)

Mr. HANNA.

C7a. **Elementary Calculus.** This course provides an introduction to the calculus. Prerequisite, Mathematics 6. (5)

Mr. WOLFE.

C7b. **Elementary Calculus.** A continuation of C7a. (5)

Mr. WOLFE.

C9. **Theory of Equations.** Prerequisite, Mathematics 7. (2)

Miss HENNEL.

C12. **Advanced Analytic Geometry.** Prerequisite, Mathematics 6. (3)

Mr. WOLFE.

C13. **Differential Equations.** Prerequisite, Mathematics 10. (3)

Mr. ROTHROCK.

C14. **History and Pedagogy of Mathematics.** Prerequisites, Mathematics 6 and 7. (3)

Mr. ROTHROCK.

C16. **Mathematical Theory of Investment or Commercial Arithmetic.** Prerequisites, Mathematics 2 and 3. A study of the mathematical theory of interest, annuities, amortization, sinking funds, bonds, and life insurance. (3)

Mr. WOLFE.

### *Teachers' Course*

Education C13F. **The Teaching of High School Mathematics.** (2)

Mr. McCAUGHAN.

## MUSIC

The courses in Music are conducted by Mr. MERRILL, Mr. BIRGE, and Mr. GEIGER.

C2a<sup>1</sup>. **Harmony.** The full course in harmony grants ten hours of credit and is outlined so that the student enrolls for two and one-half hours at a time. (2½)

Mr. MERRILL.

C2a<sup>2</sup>. **Harmony.** A continuation of Course C2a<sup>1</sup>. (2½)

Mr. MERRILL.

C2b<sup>1</sup>. **Harmony.** A continuation of Course C2a. (2½)

Mr. MERRILL.

C2b<sup>2</sup>. **Harmony.** A continuation of Course C2b<sup>1</sup>. (2½)

Mr. MERRILL.

C3a. **Composition I: Homophonic Forms.** Prerequisite, Music C2 or its equivalent. (3)

Mr. MERRILL.

C3b. **Composition I.** A continuation of Course C3a. (3)

Mr. MERRILL.

C4a. **Applied Counterpoint.** (5)

Mr. MERRILL.

C4b. **Applied Counterpoint.** Continuation of C4a. (5)

Mr. MERRILL.

C17a. **Appreciation of Music.** This course deals with the constructive development of music. The simple elements of form, rhythm, melody, and harmony. It is intended to train the student to listen to music intelligently. (2)

Mr. GEIGER.

C17b. **Appreciation of Music.** A continuation of Course C17a. Orchestra and symphony. (2)

Mr. GEIGER.

#### *Teachers' Courses*

Education C42A. **Public School Music I and Methods I.** (2)

Mr. BIRGE.

Education C42B. **Public School Music II and Methods II.** A continuation of C42A. (2)

Mr. BIRGE.

### PHILOSOPHY AND PSYCHOLOGY

These courses are conducted by Mr. BOOK, Mr. ELKIN, Mr. NICHOLSON, and Mr. MAJOR.

#### *Psychology*

C1. **Elementary Psychology.** An elementary survey of the facts of mental life. The work will consist of the reading of standard texts and the performing of simple experiments. (3)

Mr. NICHOLSON.

C57. **Psychology of Personal Efficiency.** An intensive study of the psychological factors which determine an individual's effectiveness in learning and work. Such topics as the following will be treated in a way that will be personally helpful to all who desire to make themselves more productive and serviceable in their work: how to study—planning one's daily, weekly, and yearly work; analyzing one's daily tasks to find the one best, easiest, and quickest way of doing them; standardizing routine tasks; making and carrying out schedules; the psychology of food, recreation, and sleep; physiological basis of fatigue and recreation, and their relation to productiveness in learning and work. (3)

Mr. BOOK.

#### *Philosophy*

C27. **Introduction to Philosophy.** A discussion of the principal philosophical problems, together with brief statements of the solutions that have been proposed by the leading philosophical thinkers. (2)

Mr. ELKIN.



- C28. Philosophy of Religion.** A study of: (a) the concrete facts of the religious development of man; (b) of the postulates which a developed religion involves; and (c) a study of the problem of the ultimate truth of religion. (2)

Mr. MAJOR.

### PHYSICAL EDUCATION

The following course in physical education is offered by correspondence. It is conducted by Mr. SCHLAFFER.

- C22. Physical Education.** A course dealing with the history, organization and administration of physical education. It gives to the student a knowledge of the past and present systems of physical education and of how best to organize and administer a program. Typical exercises and games of low and high organization will be considered. Individual and mass athletics and interschool and intraschool competition will receive due attention. An effort will be made to have the course fit the student's needs and conditions under which he must work. (2)

Mr. SCHLAFFER.

### POLITICAL SCIENCE

The Department of Political Science offers the following courses by correspondence. They are conducted by Mr. BATES and Mr. LINTON.

- C1a. American Government: Elementary Principles of Political Science; The Federal Government.** A study of the organization, methods, and functions of the federal government. The legislative, executive, and judicial departments of the American government, together with their practical workings. (3)

Mr. BATES.

- C1b. American Government: State and Local Government.** A study of the evolution of state constitutions; relation of state to federal government; the present organization of state government; the development of the several types of local government, rural and urban; proposed plans for state government reorganization. A continuation of Course 1a. (3)

Mr. BATES.

- C3a. Foreign Governments: Government of Great Britain.** A study of the parties and political institutions of England of the present day. The basis of the course will be Lowell's *Government of England*. Open to students who have taken Course 1, and to advanced students in this and other departments. (2)

Mr. LINTON.

- C13a. Introduction to World Politics.** (2)

Mr. LINTON.

## ROMANCE LANGUAGES

*Courses in French*

The Department of Romance Languages offers for correspondence study the following courses in French. Students must satisfy the Department that they have completed, under the proper direction, all courses preceding those in which they wish to enroll.

Mr. MORRIS and Miss CONKLIN have charge of these courses.

No work is offered in the first semester of Elementary French. Courses C4 and C19 are second year work. Either or both courses may be taken up after the work of the first year has been completed. The letters *a* and *b* indicate the order in which the work is to be done.

- C1b. **Elementary French.** Second semester. Exercises in grammar; translation of easy French texts. (5)
- C4a. **Second-Year Grammar and Composition.** First semester. Continuation and review of the grammar work of the first year; composition work. (2)
- C4b. **Second-Year Grammar and Composition.** Second semester. A continuation of Course C4a. (2)
- C19a. **Second-Year Reading.** First semester. Designed to give the student a reading knowledge of French. (3)
- C19b. **Second-Year Reading.** Second semester. A continuation of Course C19a. (3)
- C26. **Third-Year Composition.** (2)

*Teachers' Course*

- Education C13A. **The Teaching of French.** (2)

Mr. MORRIS.

*Courses in Spanish*

The Department of Romance Languages offers by correspondence the following courses in Spanish. Students must satisfy the Department that they have completed, under the proper direction, all courses preceding those in which they wish to enroll.

Mr. HILL and Mr. SHERMAN have charge of these courses.

No work is offered in the first semester of Elementary Spanish. Courses C20 and C31 are second-year work. Either or both courses may be taken up after the work of the first year has been completed.

- C15b. **Elementary Spanish.** Second semester. Exercises in grammar; reading of simple selections, of selected stories, and of other texts. (5)
- C20a. **Second-Year Reading.** First semester. Designed to give the student a reading knowledge of Spanish. (3)



- C20b. **Second-Year Reading.** Second semester. A continuation of Course C20a. (3)
- C31a. **Second-Year Grammar and Composition.** First semester. Continuation of the grammar work of the first year; composition work; letter writing. (2)
- C31b. **Second-Year Grammar and Composition.** Second semester. A continuation of Course C31a. (2)
- C36a. **Third-Year Composition.** First semester. (2)

*Teachers' Course*

**Education C13R. The Teaching of High School Spanish. (2)**

Mr. REY.

# High School Courses by Correspondence

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Students who wish to take up a high school course by Correspondence are asked to fill out the high school application blank at the back of this bulletin. Upon receipt of this application properly filled out and remittance covering cost of the course, the student will be formally enrolled in the work and sent the necessary instructions. There is an enrollment fee of \$1 payable the first time a student registers in the Bureau of Correspondence Study.

## COMMERCIAL SUBJECTS

These courses are designed to cover four years of high school work in commercial subjects. They may be taken as unit or as half-unit courses. They are under the direction of Mr. WILLIAM H. COUGHLAN, of the commercial department, Kokomo High School, Kokomo, Ind.

- Cla.    **Bookkeeping.** ( $\frac{1}{2}$  unit)
  - Cib.    **Bookkeeping.** A continuation of Cla. ( $\frac{1}{2}$  unit)
  - CII.    **Commercial Geography.** (See Science, page 66.) (1 unit)
  - CIIIa. **Shorthand.** ( $\frac{1}{2}$  unit)
  - CIIIb. **Shorthand.** A continuation of CIIIa. ( $\frac{1}{2}$  unit)
  - CIVa. **Typewriting.** ( $\frac{1}{2}$  unit)
  - CIVb. **Typewriting.** A continuation of CIVa. ( $\frac{1}{2}$  unit)
- Fees:  $\frac{1}{2}$  unit, \$7.50; 1 unit, \$15.

## ENGLISH

These courses are designed to cover four years of high school work in English. They may be taken as unit or as half-unit courses. They are under the direction of Mrs. ROSA M. R. MIKELS, of the Department of English, Shortridge High School, Indianapolis, Ind.

- Cla.    **Freshman Year, First Semester.** Grammar, spelling, punctuation and sentence structure—the minimum essentials—are stressed in this course. Many short themes are written on topics of current interest. Simple narration in verse and prose is read to give the course variety and to establish standards of taste. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- Cib.    **Freshman Year, Second Semester.** This course continues the work in grammar, spelling, punctuation, and sentence structure. Description and easy forms of exposition are added to narration in theme work. The reading is largely narration by such authors as Scott and Hawthorne. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIa.    **Sophomore Year, First Semester.** The sentence is reviewed and paragraphing is begun. Palmer's *Self-Cultivation in English* and Schurz's *Essay on Lincoln* furnish models of paragraph



structure and inspiration of theme. Churchill's *The Crisis* supplements the *Essay on Lincoln*. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIIb. Sophomore Year, Second Semester.** In this course unity, coherence, and emphasis in narration and exposition are studied. Letter writing, which has hitherto been incidental, is now emphasized. Biography, American poetry, and one novel are read. This work is a continuation of English CIIa. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIIIa. Junior Year, First Semester.** Models of description and narration are intensively studied, and short themes based on such models are written. Standard short stories are read. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIIIb. Junior Year, Second Semester.** Models of exposition are intensively studied, and short and long expositions are written. The reading includes Dickens' *Tale of Two Cities* and selections from Tennyson's poems. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIVa. Senior Year, First Semester.** This course reviews the sentence and the paragraph. The theme work reviews description and narration and begins the study of argumentation. The history of English literature is studied to the time of Dryden. Shakespeare, Spenser, and Bacon are read intensively. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIVb. Senior Year, Second Semester.** Argumentation is continued, and versification—which has heretofore been incidentally considered—is studied. The history of English literature is carried on to modern times. Milton and Burke are studied intensively. Other writers are read, but their close study is left to college courses. ( $\frac{1}{2}$  unit) Fee, \$7.50.

NOTE: Extensive reading is required in each of these courses. Books are selected from groups of suggested readings and reported on as directed by the instructor.

### FRENCH

These courses are designed to cover three and one-half years of high school work in French. They may be taken as unit or as half-unit courses. The work of the first semester of the Freshman year of high school is not offered, as it is considered that at least one semester's work in residence is necessary to establish the rudiments of pronunciation. These courses are under the direction of Miss EVELYN MAE SHIPMAN, of the Department of French, Broad Ripple High School, Indianapolis, Ind.

**CIb. First Year, Second Semester: Elementary French.** Exercises in grammar. Reading of easy French. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIIa. Sophomore Year, First Semester.** A continuation of first year work. ( $\frac{1}{2}$  unit) Fee, \$7.50.

**CIIb. Sophomore Year, Second Semester.** A continuation of Course CIIa. ( $\frac{1}{2}$  unit) Fee, \$7.50.

- CIIIa. Junior Year, First Semester.** Review of grammar. Composition. Reading of intermediate French texts. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIIb. Junior Year, Second Semester.** A continuation of French CIIIa. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIVa. Senior Year, First Semester.** A continuation of the grammar and composition work of the third year. Reading of more advanced French. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIVb. Senior Year, Second Semester.** A continuation of CIVa. ( $\frac{1}{2}$  unit) Fee, \$7.50.

### HISTORY AND CIVICS

These courses are designed to cover three and one-half years of high school work in French. They may be taken as unit or as half-unit courses. They are under the direction of Mr. RAYMOND J. REECE, of the Department of History, Central High School, Evansville, Ind.

- CIa. Freshman Year, First Semester: Ancient History.** A general survey of ancient civilization to the time of Charlemagne. It is the purpose of this course not only to give a mastery of facts but to deepen the student's appreciation of our civilization by tracing the many factors in its development from their roots. The nations of Western Asia, which were the forerunners of Greece, are surveyed. Greece and Rome receive major emphasis in the course. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIb. Freshman Year, Second Semester: Mediaeval History.** A continuation of History CIa. The time of Charlemagne (circum 800) to the Treaty of Utrecht (1713). Social, economic, and political activities are studied. The feudal system and the Church receive much emphasis. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIa. Sophomore Year, First Semester: Modern European History.** The student traces the development of the chief national states of Europe from the time of James I in England and Louis XIV in France to the Restoration effected by the Congress of Vienna. The French Revolution and the Era of Napoleon are the centers of most emphasis. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIb. Sophomore Year, Second Semester: Modern European History.** The Industrial Revolution is studied first. This is followed by the political, economic, and social life of Western Europe from the Industrial Revolution and the Revolution of 1830 to the present time. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIIa. Junior Year, First Semester: American History.** A general survey of the history of the United States from the age of discovery to the election of Jackson. ( $\frac{1}{2}$  unit) Fee, \$7.50.
- CIIIb. Junior Year, Second Semester: American History.** A continuation of CIIIa, being a general survey of the history of the



United States from the election of Jackson to the present time. ( $\frac{1}{2}$  unit) Fee, \$7.50.

- CIVa. Senior Year, First Semester: Civics.** A general survey of the forms and functions of national, state, and local governments in the United States with some consideration of the problems of American democracy. ( $\frac{1}{2}$  unit) Fee, \$7.50.

### LATIN

These courses are designed to cover four years of high school work in Latin. They may be taken as unit or as half-unit courses. They are under the direction of Miss ELIZABETH L. DAVIS, of the Department of Latin, Emmerich Manual Training High School, Indianapolis, Ind.

- CIa. Freshman Year, First Semester.** ( $\frac{1}{2}$  unit)

- CIb. Freshman Year, Second Semester.** ( $\frac{1}{2}$  unit)

The above courses have been prepared for students beginning the study of Latin. They are equivalent to the work of the first year in high school Latin. A study of forms, elementary syntax, translation of sentences to illustrate grammatical principles, translation of simple stories, and a study of about two hundred English words derived from Latin.

Fee,  $\frac{1}{2}$  unit, \$7.50; 1 unit, \$15.

- CIHa. Sophomore Year, First Semester.** ( $\frac{1}{2}$  unit)

- CIHb. Sophomore Year, Second Semester.** ( $\frac{1}{2}$  unit)

A study of four books of Caesar's *Bellum Gallicum*. Special reference to syntactical principles and historical background. Composition. English vocabulary building from Latin.

Fee,  $\frac{1}{2}$  unit, \$7.50; 1 unit, \$15.

- CIHa. Junior Year, First Semester.** ( $\frac{1}{2}$  unit)

- CIHb. Junior Year, Second Semester.** ( $\frac{1}{2}$  unit)

Cicero's *De Imperio Cn. Pompeii*, *Pro Archia Poeta*, and four orations against Catiline. Translation, syntax, a study of Cicero's style. Composition. Special reports on the Roman Forum and public life in the time of Cicero. English vocabulary building from Latin. Fee,  $\frac{1}{2}$  unit, \$7.50; 1 unit, \$15.

- CIVa. Senior Year, First Semester.** ( $\frac{1}{2}$  unit)

- CIVb. Senior Year, Second Semester.** ( $\frac{1}{2}$  unit)

The first six books of Vergil's *Aeneid*. Translation, scansion, syntax, figures of rhetoric, and mythology. The Latin element in English. Fee,  $\frac{1}{2}$  unit, \$7.50; 1 unit, \$15.

### MATHEMATICS .

These courses are designed to cover high school work in mathematics. They are under the direction of Mr. HAROLD E. WOLFE and Miss CORA B. HENNEL, of the Department of Mathematics, Indiana University.

- CIa. Algebra: Freshman Year, First Semester.** ( $\frac{1}{2}$  unit)

- CIb. Algebra: Freshman Year, Second Semester.** (½ unit)  
 The above courses are equivalent to a one-year course in high school algebra. For completeness CIb includes a few topics usually studied in the third semester algebra course in high school. Fee, ½ unit, \$7.50; 1 unit, \$15.
- CIIa. Plane Geometry: First Semester.** (½ unit)
- CIIb. Plane Geometry: Second Semester.** (½ unit)  
 The above courses are equivalent to a one-year high school course in plane geometry. Fee, ½ unit, \$7.50; 1 unit, \$15.
- CIII. Solid Geometry.** This course is equivalent to a one-semester high school course in Solid Geometry. It may be taken for University credit by those who are qualified. (½ unit) Fee, \$7.50.
- CIVb. Commercial Arithmetic.** A course covering those topics usually studied in a one-semester course in commercial arithmetic. It is an elementary treatment of percentage, profit and loss, discount, commission, banking, interest, partial payments, stocks and bonds, insurance, taxes, domestic exchange, graphical methods, household arithmetic, etc. The course is designed to furnish a good review of business arithmetic. (½ unit) Fee, \$7.50.
- CV. Algebra.** This course is equivalent to a one-semester high school course in advanced algebra. It may be taken for University credit by those who are qualified. (½ unit) Fee, \$7.50.
- CC. Arithmetic.** A course designed for anyone desiring a review of arithmetic. It is based on the Wentworth-Smith *Advanced Arithmetic*. It may not be taken for the purpose of securing high school credit. Fee, \$15.

### SCIENCE

These courses are designed to cover two years of high school work in science. They may be taken as unit or as half-unit courses. They are under the direction of Mr. BURTON J. MALOTT, of the Department of Physiography, Technical High School, Indianapolis, Ind.

Physiography as it is given in these courses has for its purpose the investigation of the physical features of the earth's surface and their influence upon life, especially man. The subject is mostly explanatory, and of necessity draws upon many closely related subjects for some of its subject-matter.

- CIa. Physiography: First Semester.** (½ unit)  
 This course deals with the development of physical features thru the agencies of weathering and erosion. The work of streams is given especial attention because of their importance in determining the detailed relief of the land. Fee, \$7.50.
- CIb. Physiography: Second Semester.** (½ unit)  
 This course completes the development of the physical features and their influence and then takes up the atmosphere of the earth. Weather and weather conditions are given a great deal of time. The climates of the earth and the influ--



ence of the different kinds of climate upon man, animals, and plants follow the subject of weather. Fee, \$7.50

The primary object of a course in modern geography is to explain as nearly as possible the relation between geographical environment and human activities. The geographic factors affecting man's work and determining what products are foremost in any given region are constantly kept in the foreground. Commercial geography is one branch of this modern geography and has for its purpose a study of the production, transportation, trading, and consumption of commodities. Of necessity the work is divided into two types, i.e., the products and the regions of production.

**CIIa. Commercial Geography: First Semester.** (½ unit)

This course deals primarily with the United States as a region of production and the products of the United States. Each product is dealt with here in detail and if produced in other countries the detailed discussion is omitted when those countries are taken up for study. Fee, \$7.50.

**CIIb. Commercial Geography: Second Semester.** (½ unit)

The second semester deals with trade routes of North America and the principal foreign countries of the world. The political unit is used as the region, and the principal products are related to the geographical factors present. Fee, \$7.50.

### SPANISH

These courses are designed to cover three and one-half years of high school work. They may be taken as unit or as half-unit courses. The work of the first semester of the Freshman year of high school is not offered, as it is considered that at least one semester's work in residence is necessary to establish the rudiments of pronunciation. These courses are under the direction of Mr. R. S. SHERMAN, of the Department of Romance Languages, Indiana University.

**C Ib. First Year, Second Semester: Elementary Spanish.** This course takes up exercises in grammar and the reading of simple selections. (½ unit) Fee, \$7.50.

**CIIa. Sophomore Year, First Semester.** A continuation of the work of the Freshman year. This course is designed to give the student additional study in grammar. It also takes up the reading of selected stories. (½ unit) Fee, \$7.50.

**CIIb. Sophomore Year, Second Semester.** A continuation of Course CIIa. (½ unit) Fee, \$7.50.

**CIIIa. Junior Year, First Semester.** This course takes up advanced work in grammar, composition, and letter writing. Introduction to works of standard Spanish authors. (½ unit) Fee, \$7.50.

**CIIIb. A Continuation of Course CIIIa.** (½ unit) Fee, \$7.50.

**CIVa. Senior Year, First Semester.** A continuation of the work of the third year. (½ unit) Fee, \$7.50.

**CIVb. Senior Year, Second Semester.** A continuation of CIVa. (½ unit) Fee, \$7.50.





PLEASE NOTICE

No student will be enrolled who has not remitted his fees in full.

FEEES

|  |         |
|--|---------|
| Enrollment fee (required of new students,<br>payable but once) | \$ 1.00 |
| One unit course  | \$15.00 |
| One-half unit course   | \$ 7.50 |

Make checks or money order payable to the  
Bursar of Indiana University.

Fees cannot be refunded after a student is en-  
rolled in a course.

# INDIANA UNIVERSITY

## EXTENSION DIVISION

### HIGH SCHOOL CORRESPONDENCE STUDY

#### APPLICATION BLANK

1. Name of applicant in full (Mr. Mrs. Miss) .....
  2. Age .....
  3. Address in full (include county) .....
  4. Previous attendance at school:
    - a. Elementary Schools .....
    - b. High Schools .....
    - c. Number of years of high school attendance .....
    - d. Reasons for noncompletion of work .....
    - e. Names of courses completed in high school (unit or half-unit):  
.....  
.....  
.....  
.....
  5. Present occupation .....
  6. Are you now attending school anywhere? .....
  7. How do you wish the credit gained hereby to be applied?
    - a. Toward graduation from high school? .....
    - b. Toward the State Equivalency Certificate? .....
    - c. Toward college entrance? .....
  8. Courses desired (Give department, course, and number. Indicate whether the whole unit, the first half-unit, or the second half-unit is desired) .....
  9. Amount of money enclosed with this application (Make checks payable to Bursar of Indiana University) .....  
(Note: There is an enrollment fee of \$1.00 payable the first time a student registers in the Correspondence Study Bureau)
  10. How did you learn of the Bureau of High School Correspondence Study? .....
- Signature of applicant .....

Date .....

The fee should be enclosed with this blank, which should be carefully filled in and mailed to the

CORRESPONDENCE STUDY BUREAU,  
Extension Division,

Indiana University,

Bloomington, Indiana.

(Duplicates of this blank and bulletins descriptive of the High School Correspondence Courses will be mailed on request to any address.)

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# BULLETIN OF THE EXTENSION DIVISION, INDIANA UNIVERSITY

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Vol. XII

BLOOMINGTON, IND.

No. 5

JANUARY, 1927

THE LIBRARY  
OF THE  
UNIVERSITY OF ILLINOIS



## STATE POSTER CONTEST

### INDIANA PARENT-TEACHER ASSOCIATION

1926-27

BUREAU OF VISUAL INSTRUCTION  
INDIANA UNIVERSITY EXTENSION DIVISION



Winning High School Poster, 1926.



Winning Grade School Poster, 1926.



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## The State Poster Contest

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**Annual Contest.** The fourth annual poster contest, 1926-27, is sponsored by the Indiana Parent-Teacher Association in coöperation with the Bureau of Visual Instruction of Indiana University Extension Division.

The Bureau of Visual Instruction is a state center for collections of pictures for school and community use. Hundreds of motion picture films, lantern slide sets, posters, charts, and picture prints are available on many subjects. Write for catalogs.

**Purpose.** The State Poster Contest has two purposes. It is intended to stimulate an interest in simple works of art treating of subjects easily within the comprehension of students of the public schools; and also to obtain visual material for state-wide distribution that will appeal to the spirit of coöperation between school and home. The Indiana Parent-Teacher Association believes that the production and distribution of pictures successfully visualizing suggestions that promote a higher physical, mental, and spiritual life will effectively promote the best type of citizenship in a democracy.

**Who May Enter.** The contest is open to the public grade and high schools of the state of Indiana.

**Awards.** Three sets of awards are offered by the Indiana Parent-Teacher Association as follows: I. A medal to the high school submitting the best poster, a banner to the high school submitting the second best poster, and a banner to the high school submitting the third best poster. II. A medal to the school submitting the best poster from grades seven and eight, a banner to the school submitting the second best poster from grades seven and eight, and a banner to the school submitting the third best poster from grades seven and eight. III. A medal to the school submitting the best poster from grades one to six, a banner to the school submitting the second best poster from grades one to six, and a banner to the school submitting the third best poster from grades one to six.

The posters will be judged in three groups: those submitted by the grades from one to six inclusive, those submitted by grades seven and eight, and those from the high schools. The three sets of awards will be made accordingly. Awards will be granted upon the decision of the jury of awards.

**Jury of Awards.** The jury of awards will be selected by the Board of Managers of the Indiana Parent-Teacher Association.

**Basis for Award.** The judges selected by the Parent-Teacher Association must decide upon what basis the posters will be judged, but such features as originality, composition, artistic merit, and appeal will undoubtedly be important points for consideration.

**Announcement of Awards.** The awards will be announced at a special meeting of the Parent-Teacher Association to be held during the month of April, 1927. Details of this meeting will be announced to the competing schools at a later date. The first public showing of the posters, however, will be in Indianapolis during the Parent-Teacher Convention and the annual meeting of the Indiana State Teachers' Association.

**State Distribution.** Posters submitted will not be returned to the schools, but will be retained by the Extension Division as a part of the circulating library of visual materials.

**Conditions of Contest.** 1. The contest closes April 16, 1927. The three best posters from each school system competing must be in the office of the Bureau of Visual Instruction of the Indiana University Extension Division by April 16.

2. Posters to be made must fall under the following three general groups: (a) the physical group, (b) the mental and moral group, and (c) the spiritual group. A detailed description of these groups is set forth in this bulletin.

3. If the competing school enters all three contests, namely, grades one to six, seven and eight, and the high school, only one poster from each group may be submitted. If only the high school and grades seven and eight are entered then two posters may be submitted from one group and one from the other. If only one group is entered in the contest, for instance the high school group, then three posters may be submitted from this one group. Accordingly, only three posters in all may be entered and it is optional as to what grades are to supply these posters.

4. Posters are not to exceed 16 inches in breadth and 22 inches in height. In case posters are made smaller than 16 by 22 inches then such posters must be mounted on a cardboard that is 16 inches wide and 22 inches long. All posters must be made on some sort of serviceable cardboard.

5. Posters must be illustrated. Illustrations may be made by pen, brush, or by mounting suitable prints from books or magazines.

6. There are no restrictions as to the use of color.

7. Inks, water colors, oil paint, or any other material with the exception of lead pencil, charcoal, or crayon may be used in finishing the posters. Pencil, naturally, may be used in sketching the outline of the poster before coloring and finishing it.

8. The lower right-hand corner of the poster must contain the name of the student, grade of the student, and name of the town. On the back of the poster the main grouping under which the poster falls must be indicated.



9. The entry blank at the end of this bulletin must be filled out and mailed to the Extension Division before a school is enrolled. Mail this blank at once.

10. Posters must be sent to the Extension Division by mail or by prepaid express, and they should be prepared for mailing or shipping so that they will not be damaged in transit. It is advisable to wrap them between two light wooden frames or boards for shipping or mailing.

**Field from which Posters may be Selected.** The three main groups from which the best poster from each group is to be submitted for the state contest are designated below. Subjects under these three groups are suggested. Each subject listed is a broad field and offers possibility for an unlimited number of original posters.

I. Main Group One: The physical group.

1. Health and recreation.

- a. Care of the teeth.
- b. Care of the eyes.
- c. The school nurse.
- d. Medical inspection.
- e. Fresh air and open air schools.
- f. Playgrounds.
- g. School feeding.
- h. Supervised play.
- i. Personal hygiene.

II. Main Group Two: The mental and moral group.

1. Value of art.

- a. Good taste.
- b. Dress.
- c. Better homes.
- d. Town and city beautification.
- e. Interior decorating.
- f. Landscape gardening.

2. Habits.

- a. Thrift.
- b. Honesty.
- c. Thoroness.
- d. Coöperation.
- e. Self-control.
- f. Social purity.
- g. Sleep.
- h. Temperance.

3. The regular curricula.

School subjects which lend themselves to poster treatment.

4. School equipment.

- a. Musical instruments.
- b. Pictures for schoolroom decoration.
- c. Playground equipment.

5. Activities.
    - a. The school as a social center.
    - b. Athletics.
    - c. Extra-curricular activities.
  6. Influence of good books.
- III. Main Group Three: The spiritual group.
1. Devotion.
  2. Reverence.
  3. Community coöperation.
  4. Fair play.
  5. Kindness to animals.
  6. Love of nature.
  7. Obedience to law.
  8. Loyalty.
  9. School spirit.
  10. Patriotism.

**Poster Contest Committee.** The committee is composed of two members: Mrs. R. F. Thomas, Pendleton, Ind., Chairman, Department of Art, Indiana State Parent-Teacher Association; Mr. Hugh W. Norman, Bloomington, Ind., Chairman, Department of Visual Education, Indiana State Parent-Teacher Association.

**Winners from the High School Group, 1925-26.** *First Prize:* Thelma Buirley, South Side High School, Fort Wayne. *Poster:* "Repose." *Second Prize:* Beulah Corwin, South Side High School, Fort Wayne. *Poster:* "Expression thru Art." *Third Prize:* Florence Blasser, Central High School, Fort Wayne. *Poster:* "Be Healthy—Exercise." *Honorable Mentions:* Truman Dunn, Bloomington; Cathrine Beasley, Valley Mills; Violet Junker, Evansville; Elmer Preuss, Troy; Dixie Buchanan, Fort Wayne.

**Winners from the Grade School Group, 1925-26.** *First Prize:* Grade 3A, Shadeland School, Anderson. *Poster:* "Keep Clean." *Second Prize:* Grade 5B, Central School, Anderson. *Poster:* "Don't Envy Others—Own Your Home." *Third Prize:* Joan Boswell, Crooked Creek School, Marion County. *Poster:* "Build Better Homes." *Honorable Mentions:* Dorothy Young, Decatur; Ovid Leonard, Crooked Creek School, Marion County; Paul Johnson, Tipton; Margaret Gran, School Number 4, Perry Township, Marion County; Mary V. Winings, Valley Mills; Geneva Fitch, Nora School, Marion County.

**Posters Now Available for Distribution.** Several hundred posters which have been submitted in the contests of the past three years are now available for free distribution. Schools and organizations are urged to borrow collections of these posters and thus compare the art work done in their local community with the work that is done elsewhere.

The posters are too numerous to list but the Extension Division will select a representative group for the school or organization wishing to borrow them. About thirty posters will make a splendid exhibit.



STATE POSTER CONTEST

Entry Blank

(To be filled out and mailed at once by school superintendents, principals, or art supervisors.)

Date.....

Indiana University,  
Bureau of Visual Instruction,  
Extension Division,  
Bloomington, Indiana.

Dear Sirs:

I hereby enter the.....  
(town)

schools in the State School Poster Contest. Thru our Art Department and other departments of the school a local poster contest will be held following the outline of work for the state contest. A jury will be appointed in our community to select our three best posters.

I further agree that these three best posters from our school system will be carefully packed and sent to the Extension Division to be in your office not later than April 16, 1927.

Signed: .....

Title: .....

Town: .....

